

Safeguarding Children Policy

Barnet FC & London Bees WFC

Club Welfare Officer

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Safeguarding Board Champion

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Links to external websites

<https://www.thefa.com/football-rules-governance/safeguarding>

<https://www.nspcc.org.uk/>

Introduction

Barnet Football Club acknowledges and accepts it has a responsibility for the wellbeing and safety of all Children and young people who are under the Club's care or utilizing the Club's facilities. It is the duty of all adults working at the Club to safeguard the welfare of Children and young people by creating an environment that protects them from harm.

The wellbeing of Children and young people is paramount for all staff and accordingly, they must make themselves aware of the Club's Safeguarding Children Policy. Where appropriate, the following guidelines will be supplemented by in-service training and additional guidance.

Rules and Regulations

Barnet Football Club is governed by the rules and regulations set out in the 1989 and 2004 Children Act, Working Together to Safeguard Children (2010), the London Child Protection Procedures (4th edition), FA Safeguarding Children Rules and Premier League and Football League Rules and guidance.

The Club is fully committed to ensuring that the best practice recommended by these bodies is employed throughout the Club. The Club also has a responsibility to maintain regular dialogue with the Local Safeguarding Children Board.

Definitions

A “**Child**” (collectively referred to as “**Children**”) is defined as anyone under the age of 18.

An “**Activity**” means any activity or series of activities arranged for a Child or Children by or in the name of a Club. These are deemed to be regulated and therefore activate the required levels of Criminal Record Check that are associated.

Aims & Key Principles

The aims of Barnet Football Club's Safeguarding Children Policy are:

- To safeguard all Children and young people who interact with the Club.
- To demonstrate best practice in safeguarding Children.
- To positively reflect and promote the Club Values regarding safeguarding Children.
- To develop a positive and pro-active welfare programme to enable all Children and young people to participate in an enjoyable and safe environment.
- To encourage parents and other members of the Child or young person's family to be involved in a relationship with the Club.
- To ensure that coaches, parents and other adults who come in contact with Children and young people provide good role models of behaviour.
- To promote high ethical standards throughout the Club.

The key principles underpinning this policy are:

- 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, 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.

Safeguarding Manager (SM) / Safeguarding Officer (SO)

The Club has a Safeguarding Manager (SM) who has overall responsibility for the safeguarding of Children at the Club and several Safeguarding Officers (SO) who work within various areas of the business. These Officers have special responsibilities and are the focal point for safeguarding Children in their nominated area.

The SM undertakes regular monitoring and risk assessments of all Activities involving Children (or will designate this task to a Safeguarding Officer, the Health & Safety Manager or an external assessor where appropriate) as well as holding formal minuted meetings with departmental Safeguarding Officers on a bi-monthly basis.

Anybody with a concern about a Child or young person’s welfare should contact the SM or a Safeguarding Officer for advice in the first instance – contact details can be found at the end of this policy.

May 2024

| Safeguarding Manager | Andrew Wigley | Oversight & Management |
|-----------------------------|-----------------------|-----------------------------------|
| Safeguarding Officer | Andrew Wigley | Match Day & Barnet FC First Team |
| Safeguarding Officer | Lauren Archer | London Bees First Team |
| Safeguarding Officer | Daniel Martin | Hive Site |
| Safeguarding Officer | Daniel Barton | Foundation |
| Safeguarding Officer | James O'Dowd | Academy (Canons) |
| Safeguarding Officer | Dr Mohammed Khoshkhoo | TIC Medical |

Human Resources & Disclosure

Recruitment

As part of Barnet Football Club's recruitment and selection process, offers of work for positions which involve working with Children are subject to a satisfactory Disclosure & Barring Service (DBS) Criminal Records Check (CRC) at the level deemed suitable for the position offered and subject to appropriate references.

Staff Training & Awareness

A Staff Briefing Note giving guidance to Club employees and casual workers who encounter Children is provided at induction and also available on the Clubs Company Hard Drive. The SM holds a specific Safeguarding & Safer Working Practice Induction with all new fixed-term, permanent starters and volunteers during which the Staff Briefing Note and key elements of the Club's Safeguarding Children Policy are discussed in more detail and specifically to the individuals' role.

All staff working in direct contact with Children are required to complete the FA's 3-hour Safeguarding Children Awareness workshop and undertake a refresher course, as advised by the FA, at least once every 3 years. Along with this there is a requirement for all to complete Safeguarding for All, also an FA course. Details of those satisfactorily completing this course are retained by the Human Resources Department and by the FA through our SM.

A continual programme of Safeguarding Awareness courses is also provided by the Club to develop knowledge which are department specific.

Work Experience

Barnet Football Club may from time to time offer work experience placements to young people. The Club has a work experience scheme which provides forwardly planned and structured work experience placements. Whilst undertaking work for the Club, those on work experience will not have unsupervised access to Children.

For those undertaking work experiences that are under the age of 18, more detailed guidelines can be found in the policy regarding the employment / engagement of workers under the age of 18.

Contractors

All external contractors engaged by Barnet Football Club 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 Club the contractor will receive a site induction from a member of the Maintenance team which covers Safeguarding Children and give details of the Club's expected code of behaviour. Contractors are subject to regular inspection from Club personnel. In the event of a Contractor carrying out work on an area that is usually occupied by Children this work, where possible, will be undertaken when Children are not present.

Service Level Agreements / Partnership Agreements

The Club's commitment to Safeguarding is outlined in any partnership agreements, service level agreements or any other agreements that are in place with any service provider or for commissioned services insofar as those services relate to Children.

Disclosure and Barring Service

Barnet Football Club is registered to carry out DBS checks on individuals who work for the Club, including the Barnet Football Club Foundation, Academy and other associated companies.

Process for Criminal Records Checks

New Appointments

All staff who are offered a position which involves working with Children will be required to complete a Self-Declaration Form and undertake an Enhanced CRC 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 such time as a satisfactory CRC has been received, the member of staff will not be permitted to work with Children.

Barnet Football Club is committed to providing equal opportunities to staff and therefore a positive CRC will not necessarily result in a bar from work.

Should a positive CRC be received, a risk assessment will be carried out by the Safeguarding Manager, relevant Head of Department, the HR Manager or the Barnet FC Foundation COO (or his designate) and, where applicable the department Safeguarding Officer, to assess the information contained within the CRC. Members 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 CRC

If a new member of staff has been subject to a CRC check by their previous employer the Club will still require a further check.

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 Children during their time with the Club.

Equal Opportunities

Barnet Football Club is committed to providing equal opportunities for all staff, players and supporters. A copy of the Club's policy on equal opportunities can be obtained from the Human Resources department.

Disqualification by Association

Barnet Football Club works in accordance to guidance set out by The Childcare (Disqualification) Regulations 2009 ("the 2009 Regulations") are made under section 75 of the Childcare Act 2006 ("the 2006 Act") and set out the circumstances in which an individual will be disqualified for the purposes of section 75 of the Act. Disqualification by Association dictates that Barnet as an employer would be unable to offer employment to those living in the same household where another person who is disqualified lives or is employed (disqualification 'by association') as specified in regulation 9 of the 2009 Regulations. Also, failure to disclose this information can result in employment being withdrawn or terminated.

Ratios and Supervision of Children

Any Activity undertaken by the Club will always consider the appropriate number of staff members available depending on the age of the Children involved, the degree of risk the Activity involves, and whether there are any additional disability needs. The lower the age of the participants, the greater the need for supervision

Regardless of these ratios a minimum of 2 members of staff or delivery partner will always be available to supervise an Activity. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the Activity (e.g. in the event of a participant requiring the attention of an adult during the Activity following an accident).

- For Children under 5 the recommended ratio should be no more than 1:6.
- For Children under 8 the recommended ratio should be no more than 1:8.
- For Children over 8 the recommend ratio should be no more than 1:10, but this varies depending on the Activity.
- For Academy Activities, the Premier League's Youth Development Rules prescribe a ratio of 1 Coach to 8 Players (over 8s).
- For organised groups of Children attending a match day at Craven Cottage, the minimum ratio is 2 responsible adults to 20 Children.
- Where the Foundation are providing activities their Fit for Purpose documents should be referenced to ascertain current set ratio's
- Where the Club is taking responsibility for the care of the Children, parents/carers should not be included in supervision calculations.

These ratios are partially based on Ofsted's guidelines which are as follows:

| Child's age | Amount of adults | Amount of Children |
|--------------------|-------------------------|---------------------------|
| 0 – 2 | 1 | 3 |
| 2 – 3 | 1 | 4 |
| 4 – 8 | 1 | 6 |
| 9 – 12 | 1 | 8 |
| 13 – 18 | 1 | 10 |

Scouts

All Scouts undertaking work for the Club are registered with the Football League. Those scouts who are engaged in identifying players under the age of 18 also undergo a CRC and are required to undertake the FA 3-hour Safeguarding Children Workshop.

References are sought for all Scouts and, on registration, Scouts identifying players under the age of 18 are issued with a copy of the Premier League's Premier Practice booklet on Player Recruitment, a Club Code of Conduct and the Club's Safeguarding Children Policy.

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.

The Club recognises that there are occasions when Children or parents wish to pass small tokens of appreciation to staff, for example at Christmas or as a “thank you”, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value as this may be misinterpreted by others. Staff should report any gifts received to their line manager.

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

Any reward given to a Child must first be agreed with the staff member’s line manager as part of a structured reward system in line with the departmental policy and not based on favouritism.

It should be noted that these guidelines are in addition to employees’ obligations under the Club’s Ethics in Business Policy.

Use of Images

The Club takes its guidance on the use of images from guidelines issued by the FA and Premier League. All images are taken by Club officials who have been briefed by the members of staff (and where possible a Club Safeguarding Officer) responsible for the activity being photographed / filmed.

- Before taking images of Children, parental consent is sought in writing at the start of each football season or prior to the event. Parents/Legal Guardians are responsible for informing the Club of any change of circumstances within the season which may affect consent.
- Parents/Legal Guardians will be informed of how the image will be used. The Club will not allow an image to be used for something other than that for which it was initially agreed.
- All Children featured in Club publications will be appropriately dressed.
- Where possible, the image will focus on the activity taking place and not a specific Child.
- Where appropriate, images represent the broad range of people participating safely in the event.
- Designated Club photographers will, where applicable, undertake a CRC and attend a Safeguarding Children workshop and in any case will be personally responsible for keeping up to date with the latest guidelines on the Use of Images policies issued by the Club and by the Premier League from time to time. Club Identification will be always worn.
- Children who are subject to family, care or legal proceedings, or who are under a court order will not have their images published in any Club document.
- No images of Children featured in Club publications will be accompanied by personal details such as their school or home address.
- Recordings of Children for the purposes of legitimate coaching aids are only filmed by Club officials and are stored safely and securely at the Club’s premises.
- Any instances of inappropriate images in football should be reported to the Club’s Safeguarding Manager immediately.
- The Club does not put young player profiles with images and personal information on its website.

Match Day Unaccompanied

Children

In accordance with the Club's ticketing terms & conditions, the minimum age that a Child is permitted to attend a match at The Hive Stadium unaccompanied is 14 years old.

Mascots & Ball Persons

The Club will only allow Children to be match day mascots or ball persons once parental consent has been obtained. A signed image consent form is also required before any images are published in the Club's match day programme.

No photographs of mascots or ball persons featured in Club publications will be accompanied by personal information about the Child, such as their school, home address or local sports team.

Whilst at The Hive, mascots and ball people are always accompanied by at least 2 members of staff who have a valid CRC. Staff who are responsible for mascots and ball people on a match day are also required to have a good level of understanding and awareness of safeguarding children.

Academy Department

Barnet Football Club's Academy is committed to the welfare and safety of all Children, both within the Academy and at the Club as a whole. The Academy also realises the importance of communication and works closely with parents, carers, schools and local authorities to ensure that the wellbeing of all Children is paramount.

Transport

The Club has an Academy COO who is responsible for overseeing transport arrangements across the Academy, including registered Academy players and players attending the Club on trial. The Academy COO attends bi-monthly meetings with the SM and Academy Safeguarding Officers to report on the Academy's transport programme and other relevant matters.

When Children are being transported on behalf of the Club they shall, where possible, be accompanied by their team manager or a coach. In some cases, where Children need to be transported unaccompanied, this will be with a member of Club staff who has a satisfactory CRC and has been issued with (and received training on) the Club's Academy Transport Policy. In either case a Child will only be transported under these circumstances with the specific prior consent of their parent or guardian. Although outside of the sphere of responsibility for local education authorities, the Club also provides a duty of care for young people when travelling on behalf of the Club.

Medical

There will be occasions where medical treatment is necessary during evening training sessions and weekend fixtures and unfortunately, due to staffing numbers, the Club is unable to guarantee that **two** members of staff will be present during treatment sessions.

All members of the medical department have a valid CRC and are required to attend the FA's Safeguarding Children awareness workshop and internal Safer Working Practice training. The Club is fully committed to equal opportunities for all individuals and, as such, the Club employs both male and female staff to work within the medical department.

If required to stay overnight on any Club event, Children will be accompanied by at least **two** nominated staff members who have a valid CRC and have undertaken Safeguarding Children training. Should a parent prefer to accompany and stay overnight with their Child then a request can be made to the Club for consideration. In any event, written parental / guardian consent will be sought before a Child or young person is asked to stay unaccompanied overnight in accommodation.

Youth Loans, Trials & Work Experience

If an Academy Player or young Professional under the age of 18 joins another club on trial, work experience or a Football League Youth Loan the Academy will seek written parental consent (additional to the standard consent sought at the start of every season) prior to the activity taking place. Consideration will also be given to the players' education programme, travel and accommodation arrangements. As good practice the Club should designate a member of the Academy Staff to check on the Players on a regular (weekly) basis, not just for game situations but for their general welfare whilst on loan, trial or work experience.

For players under the age of 18 who are joining the Club on trial (including Work Experience) parental consent will be sought prior to the trial taking place, along with a full medical history and injury disclaimer.

As players progress through the academy system, they may have the opportunity to train and play with the adult provisions of the club. Obviously, this carries several safeguarding concerns as they will be entering an adult provision and be susceptible to adult behaviours and language. The club will support the player(s) during this transition. Parents will be included, and consent sought.

Community activity – “The Barnet FC Foundation”

The FA Charter Standard

Although the Barnet FC Foundation ensures full compliance with the FA Charter Standard, it endeavours to adhere to the rules and guidelines issued by the Premier League regarding safeguarding Children.

This Policy is written in consultation with the BFC Director with responsibility for safeguarding, BFC Safeguarding Officers and Safeguarding Manager and is under constant review.

Guidelines in the event of concern Criminal

Records Checks

In accordance with the procedures detailed above, all BFC staff undergo an Enhanced DBS every 3 years. Content will be risk assessed by the safeguarding Manager, health & safety manager and HR. Completed in line with the process detailed in the DBS recruitment policy and procedure

Departmental Risk Assessments

The BFCF undertakes a Risk Assessment for each Activity they operate. These Risk Assessments are undertaken on a bi-annual basis and are completed in consultation with the BFC COO and, where necessary, the Safeguarding Manager.

Activities for Disabled Persons & Adults at Risk

Barnet Football Club carries out all activities for disabled persons and adults at risk under the guidelines of the Disability Discrimination Act and Safeguarding Vulnerable Groups Act, and in accordance with the Club's Disability Policy and Safeguarding Adults at Risk Policy.

Highlighting Concern

Although the Club is committed to doing the utmost to safeguard Children from harm there may be occasions when concern is raised over the treatment of a Child.

“Child abuse” and “neglect” are generic terms encompassing all ill treatment of Children as well as cases where the standard of care does not adequately support the Child's health or development. Children 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 Child and may be of the same or opposite sex. There is often a common misconception that only a certain type of person can abuse Children, 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.

Recognition – 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 SM or a Safeguarding Officer immediately.

Physical Abuse: [Physical abuse](#) may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a Child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a Child. A person might do this because they enjoy or need the attention, they get through having a sick Child. Physical abuse can be caused through omission or the failure to act to protect.

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

Neglect: Neglect is the persistent failure to meet a Child's basic physical and/or psychological needs, likely to result in the serious impairment of the Child's health or development. Neglect may occur during pregnancy because of maternal substance abuse. Once a Child is born, neglect may involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a Child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a Child's basic emotional needs.

Emotional Abuse: [Emotional abuse](#) is the persistent emotional maltreatment of a Child such as to cause severe and persistent adverse effects on the Child's emotional development. It may involve conveying to Children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the Child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on Children. These may include interactions that are beyond the Child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the Child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing Children frequently to feel frightened or in danger, or the exploitation or corruption of Children. Some level of emotional abuse is involved in all types of maltreatment of a Child, though it may occur alone.

Bullying: Bullying is not always easy to define and can take many forms. The three main types are: physical, verbal and emotional.

The Club has a zero-tolerance approach to bullying and any reported incidents of bullying by a staff member to a Child, Child to staff member or Child to Child will be taken seriously and investigated by a Safeguarding Officer. The Academy has a separate Anti-Bullying policy which is issued to parents, players and coaches.

All staff members who undergo the FA's 3-hour Safeguarding Children Workshop receive bullying awareness training as part of the workshop as well as attending a Safer Working Practice workshop facilitated by the Safeguarding Manager.

For more detailed information on the five main forms of abuse, reference should be made to the Football Association's Safeguarding Children Policy and Procedures, which can be found on www.thefa.com.

Concerns around Radicalization & Extremism

The Counterterrorism and Security Act, which received Royal Assent on 12 February 2015, places a duty on specified authorities, including local authorities and childcare, education and other children's services providers including Sport, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism ("the Prevent duty"). This guidance will be updated further to reflect the implications of the Prevent duty, which is expected to come into force later in 2015.

The Counterterrorism and Security Act 2015 will also place a duty on local authorities to ensure Channel panels are in place. The panel must include the local authority and chief officer of the local police. Panels will assess the extent to which identified individuals are vulnerable to being drawn into terrorism, following a referral from the police and where considered appropriate and necessary consent is obtained, arrange for support to be provided to those individuals. The Act will require partners of Channel panels to co-operate with the panel in the carrying out of its functions and with the police in undertaking the initial assessment as to whether a referral is appropriate. Schools and colleges which are required to have regard to Keeping Children Safe in Education are listed in the Act as partners of the panel. The relevant

provisions of the Act will come into force on 12 April 2015, but many local authorities already have Channel panels set up in their area.

Government guidance:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevention-duty-departmental-advice-v6.pdf

Responding to a report or suspicion

A Safeguarding Officer or the Safeguarding Manager should be contacted as early as possible and within 24 hours in any circumstance, however it is recognised that an individual may need to respond to a situation immediately. With this in mind the following guidelines offer help and support in responding to abuse or a suspicion of abuse or poor practice:

Do:

- Ensure the child or young persons' safety
- Always treat any allegations extremely seriously and act towards the Child as if you believe what they are saying, although do not directly say the words "I believe you".
- Tell the Child they are right to tell you.
- Reassure the Child that they are not to blame.
- Be honest about your own position, who you must tell and why.
- Tell the Child 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 able 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 Club within 24 hours of the incident taking place.
- Seek medical advice if necessary.

Don't:

- Make promises you cannot keep or to keep secrets.
- Interrogate the Child – it is not your job to carry out an investigation – this will be up to the Police and Children's Services, who have experience in this.
- Cast doubt on what the Child has told you, don't interrupt or change the subject.
- Say anything that makes the Child feel responsible for the abuse.
- Inform parents / carers – the SO/SM will make this decision based on whether there is suspicion of their involvement.

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

Make sure you tell a Safeguarding Officer immediately; they will know how to follow this up and where to go for further advice.

Recording allegations or suspicions

The Safeguarding Officer will immediately report any allegation to the SM, who will ask for a written factual statement from the person making the report. If an Incident Report Form has been completed a copy should be provided to the SM.

Any statement made by the Child should be reported in their own words. These reports should be confined to facts. Any opinion, interpretation or judgement should be clearly stated as this, keeping any questions to a minimum and they should be of an open format. No suggestion of who the perpetrator was or how any concern or incident happened should be suggested.

The Club will ensure that any Child concerned is immediately removed from any possible risk of harm.

Investigations into possible abuse will require careful management. In these cases, the SM will first seek the advice of the Premier League, the Football Association Safeguarding Children Team, Children's Social Care, a Local Authority Designated Officer (LADO) or the Police before setting up an internal inquiry and take their advice on informing the Child's parents. In any case of suspected abuse, as soon as the Local Authority or the Police have been informed, the Club must provide a report to the FA Head of Safeguarding Children, the Premier League Head of Safeguarding Children and inform the Club's Chief Operating Officer. Any external local authority provision will naturally take the lead on any case.

Providing it is appropriate to do so the SM will maintain constant dialogue with all parties involved with the allegation until such time as the matter has reached a reasonable outcome, taking the lead from the external agency. Escalation to inform board level will take place at the Safeguarding Managers earliest opportunity.

Specific information regarding allegations against members of Barnet Staff

If the report involves an allegation about any member of Barnet staff (whether full time, part time, paid, unpaid, contracted, engaged, voluntary etc.) and the Club believes that the report could demonstrate that the member of staff in question has:

- behaved in a way that has harmed a child or may have harmed a child.
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he or she is unsuitable to work with children,

the SM or SO shall immediately inform the LADO of the Borough where the alleged incident took place so that he or she can consult with the Police and local authority children's social care colleagues as appropriate. Where the SM or SO are unsure as to whether the report meets the criteria stated above, the advice of LADO shall still be sought.

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 had been sought and only then in consultation with the SM

Providing it does not contradict with any advice received from the LADO, any internal investigation will be carried out in line with the Club's People Management Policy and either general or department-specific Grievance Procedures, insofar as they are applicable.

Confidentiality

There is always tension and caution around issues of confidentiality. The advice for all staff at Barnet Football Club is that no guarantee of confidentiality can be given to a Child (although this does not necessarily mean that the parents / carers must be told).

A Child 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 and any marks raising concern should be recorded on the skin map included within the incident and report form.

There are actions which staff must and are obliged to take once we are aware of a problem. Undertakings of confidentiality should not be given either to the person making the allegations or to the person being interviewed. A matter is confidential on a need-to-know basis and nobody should have any reservations about referring any issue to the Safeguarding Manager or any Safeguarding Officer. The key issue is that the welfare of the Child is protected.

Safeguarding Manager & Safeguarding Officers

Andrew Wigley Safeguarding Manger

T: 07956-518517

E: awigley@barnetfc.com

Andy Wigley

Matchday, London Bees & Barnet 1st Team – Hive Site

M: 07956-518517

E: awigley@Barnetfc.com

Daniel Martin

Hive Site

M: 07886-486221

E: dmartin@thehivelondon.com

Dan Barton

Foundation

M:

E: dbarton@thehivelondon.com

On Call Site Issues

Reception – Ask for Duty Manager

T: 1100

External Contact Details

FA Premier League

Jess Addicott
Head of Safeguarding

E: safeguarding@premierleague.com

T: 0207 864 9000

Football Association

Sue Ravenlaw
Head of Safeguarding Children

E: sue.law@thefa.com

T/F: 0800 169 1863

The Football League

Ann Hussy
Child Protection Advisor
T: 01772 325811

E: ahussey@football-league.co.uk

Harrow Borough

Children's Emergency Duty Team (24 hour)

Tel:

Middlesex County FA

Rebecca Chapman
Designated Safeguarding Officer
020 8515 6909

E: safeguarding@middlesexfa.com

National League

Martyn Cannon
Designated Safeguarding Officer
0121 714 2207

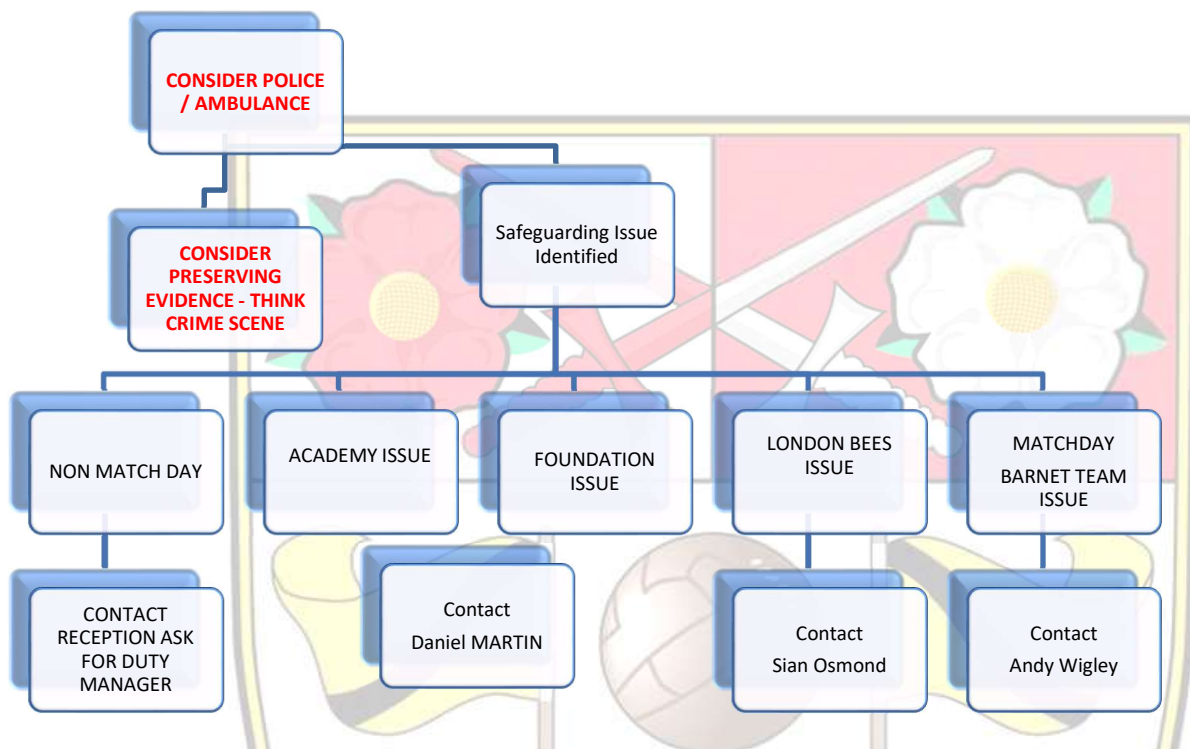
E: safeguarding@thenationalleague.org.uk

THE FA / NSPCC HELPLINE: 0808 800 5000 / Text phone: 0800 056 0566

NSPCC SMS: 88858

Appendix A

Safeguarding out of hours issues



All reports MUST then be informed to Andrew WIGLEY, initially by telephone then in writing.



*ENSURE HIVE 16.1
REPORT FORM
COMPLETED & GIVEN TO
SAFEGUARDING LEAD TO
INVESTIGATE.
WHEN COMPLETE ALL
FORMS TO
SAFEGUARDING
OVERSIGHT.*

APPENDIX C

Academy Policy

Safeguarding Policy**BARNET FOOTBALL CLUB ACADEMY LIMITED COMPANY CHILD PROTECTION AND VULNERABLE ADULTS' POLICY****Introduction**

The Academy who engages with children, young people and possibly vulnerable adults, must ensure that.

- The welfare of the child, young person and vulnerable adult is paramount, including and not limited to visitors, any player on trial and any player that is signed by the Academy.
- All children, young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff/volunteers working within the Academy have a responsibility to report concerns to the Education and Welfare Officer who is the Academy Designated Safeguarding Officer (DSO).
- Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred. However, they should be aware of their responsibility to report concerns if they arise.

Definitions

- The definition of 'child' within the Children Act 1989 is: *'A person under the age of eighteen'*.
- This document uses the term 'young person' to refer to participants aged between fourteen and eighteen years old.
- The term 'vulnerable adult' is not based on age or disability. For example, there is no age when a person should be classified as a vulnerable adult, nor should all those with a physical or other disability be classed as vulnerable. Moreover, some other people might go through periods of being vulnerable when they are emotionally low or distressed. It is essential that those working with such people recognise this vulnerability and ensure that it is not exploited.

Policy Statement

Barnet Football Club Academy has a duty of care to safeguard all children, young people and vulnerable adults involved at Barnet Football Club within the Academy from harm.

- All children, young people and vulnerable adults have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be considered.
- Barnet Football Club Academy will ensure the safety and protection of all children, young people and vulnerable adults involved in Barnet Football Club Academy through adherence to the Child Protection and Vulnerable Adults guidelines adopted by Barnet Football Club Academy
- A child is defined as a person under the age of 18 (The Children Act 1989).

Policy Aims

The aim of Barnet Football Club Academy Child Protection Policy is to promote good practice:

Providing children, young people and vulnerable adults with appropriate safety and protection whilst in the care of Barnet Football Club Academy. Allowing all employees and/or volunteers to make informed and confident responses to specific child protection issues

Promoting Good Practice

Abuse can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgment about the appropriate action to take.

Abuse can occur within many situations including the home, school & the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people & be an important link in identifying cases where they need protection.

All suspicious cases of poor practice should be reported following the guidelines in this document. When an individual enters the club having been subjected to abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances the club must work with the appropriate agencies to ensure the child receives the required support.

Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behavior in order to protect themselves from false allegations. The following are examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating everyone equally, and with respect and dignity.
- Always putting the welfare of everyone first, before winning or achieving goals.
- Maintaining a safe and appropriate distance between players (e.g. it is not appropriate for coaches or other volunteers to have an intimate relationship with a player (or to share a room with them)).
- Building balanced relationships based on mutual trust empowers children, young people and vulnerable adults to share in the decision-making process.
- Making sport fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted, and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- Keeping up to date with technical skills and qualifications in sport.
- Involving parents/carers wherever possible. If groups must be supervised in the changing rooms, always ensure coaches or officials work in pairs or on a one-to-one basis.
- Ensuring that at tournaments or residential events, adults should not enter children's, young people and vulnerable adults' rooms, on a one-to-one basis, or invite children, young people and vulnerable adults into their rooms.
- Being an excellent role model in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognizing the developmental needs and capacity of young people, avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- Appointed medical personnel keep a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if club officials or volunteers are required to transport young ^[17]_[SEP] people in cars.

Practices to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- Avoid spending time alone with children, young people and vulnerable adults away from others.
- Avoid taking or dropping off a child, young person or vulnerable adult to an event.

Practices never to be sanctioned

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child, young person or vulnerable adult for example when on a touring trip.
- Allow or engage in any form of inappropriate touching.
- Allow children, young people and vulnerable adults to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, young people and vulnerable adults, even in fun.
- Reduce a child, young person or vulnerable adult to tears as a form of control.
- Allow allegations made by a child, young person or vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children, young people and vulnerable adults, which they can do for themselves.
- Invite or allow children, young people and vulnerable adults to stay with you at your home unsupervised.

Incidents that must be reported/recorded

If any of the following occur, you should report this immediately to the Education and Welfare Officer. You should also ensure the parents/carer of the child, young people and vulnerable adults are informed:

- If you accidentally hurt a player.
- If the player seems unduly distressed in any manner.
- If a player appears to be sexually aroused by your actions.
- If a player misunderstands or misinterprets something you have done.
- Use of photographic/filming equipment at training and games by any other persons than those appointed and approved by the Academy. **NB** All player's parents/guardians within the Academy to have signed 'image consent form' and saved within player files.
- The Football Association has issued detailed guidance on this issue and reference should be made to the FA web site for more information.

Recruitment and Training of Volunteers

Barnet Football Club Academy recognises that anyone may have the potential to abuse children, young people and vulnerable adults in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

Pre-selection checks must include the following:

- All employees/volunteers should complete an application form. The application form will elicit information about an applicant's past and self -disclosure about any criminal record.
- Consent should be obtained from an applicant to seek information from the Criminal Records Bureau.

- Evidence of identity (passport or driving license with photo).
- Interview and Induction. All employees/volunteers will be required to undergo an interview carried out to acceptable protocol and recommendations.

All employees/volunteers should receive formal or informal induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications, if any, should be substantiated.
- The job requirements and responsibilities should be clarified.
- They should sign up to the Clubs Code of Conduct.
- Child protection procedures are explained, and training needs are identified.

Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyze their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child, young people and vulnerable adults.
- Work safely and effectively with children, young people and vulnerable adults.

Barnet Football Club Academy requires:

- Coaching staff to have recognised FA Coaching qualification and meet requirements set within the EPP and Football League including up to date safeguarding training.
- Non-coaching staff and volunteers are to be encouraged to complete a recognised awareness training course on safeguarding.
- Relevant employees/volunteers to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behavior of an adult towards a young person.
- Relevant employees/volunteers should be encouraged to gain a national first aid training certificate. EPP also requires lead coaches to have recognised BFAS certification.
- Attending update training when necessary.

Sending U18 players on Loan

- EWO to request loan clubs safeguarding policy.
- Request points of contact at club other than the manager.
- EWO to speak with U18 player on Monday to review fixture
- EWO to speak to loan club manager to check players progress on the Monday.
- Some players may be involved with a sister club which is managed by the Head of Recruitment.
- HoR will report to EWO and ensure the welfare of all the players on loan.

Responding to Allegations or Suspicions

It is not the responsibility of anyone operating in Barnet Football Club Academy to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

Barnet Football Club Academy will assure that all staff/volunteers will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child, young person or vulnerable adult.

Where there is a complaint against an adult there may be three types of investigation:

1. A criminal investigation.
2. A child protection investigation.
3. A disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

Action if there are concerns

Concerns about poor practice

If, following consideration, the allegation is clearly about poor practice; the Academy Welfare Officer will deal with it as a misconduct issue. If the allegation is about poor practice by the Academy Welfare Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to The Middlesex F.A and/or the LFE Safeguarding officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

Concerns about suspected abuse

Any suspicion that a child, young people and vulnerable adults has been abused by an adult should be reported to the Academy Welfare Officer, who will take such steps as considered necessary to ensure the safety of the child, young people and vulnerable adults in question and any other child, young people and vulnerable adults who may be at risk.

The Academy Welfare Officer will refer the allegation to the Social Services department who may involve the Police or will go directly to the Police in an emergency. ^[SEP]The parents or carers of the child, young person or vulnerable adult will be contacted as soon as possible following advice from the Social Services department.

If the Academy Welfare Officer is the subject of the suspicion/allegation, the report must be made to the Academy Manager or in his/her absence the Middlesex F.A Welfare Officer who will refer the allegation to ^[SEP]Social Services.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned.

Information should be handled and disseminated on a need-to-know basis only. This includes the following people:

- The Academy Welfare Officer.
- The parents of the person who is alleged to have been abused.
- The person making the allegation.
- Social Services / Police.
- The Middlesex F.A Welfare Officer.
- The alleged abuser (and parents if the alleged abuser is a child, young people or vulnerable adults). The Academy Welfare Officer will seek advice on who should approach the alleged abuser Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Internal Enquiries and Suspension

Barnet Football Club Academy Education and Welfare Officer and the Academy Manager will make an immediate decision about whether any individual accused of abuse should be suspended pending further Police and Social Services inquiries. Irrespective of the findings of the Social Services or Police inquiries the Barnet Football Club Academy will assess all individual cases to decide whether a volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the Police. In such cases, the Barnet Football Club Disciplinary Committee must reach a decision based upon the available information which could suggest that on a balance of probability; it is more likely than not that the allegation is true.

THE WELFARE OF THE CHILD / YOUNG PERSON / VULNERABLE SHOULD REMAIN OF PARAMOUNT IMPORTANCE THROUGHOUT.

Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child). Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, young people and vulnerable adults, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

Action if bullying is suspected

If bullying is suspected, the same procedure should be followed as set out in 'Responding to Allegations or Suspicions' above. Reference should be made to the Club anti-bullying policy. Action to help the victim and prevent bullying in sport:

- Take all signs of bullying very seriously.
- Encourage all children, young people and vulnerable adults to speak and share their concerns (It is ^{SEP}believed that up to 12 children per year commit suicide because of bullying, so if anyone talks about or threatens suicide, seek professional help immediately).
- Help the victim to speak out and tell the person in charge or someone in authority.
- Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Academy Welfare Officer.
- Action towards the bully(ies).
- Talk with the bully(ies), explain the situation, and try to get the bully (ies) to understand the consequences of their behavior. Seek an apology to the victim(s).
- Inform the bully's parents.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behavior.
- Hold meetings with the families to report on progress.

REMEMBER: NON-ACTION IS NOT AN OPTION IN SAFEGUARDING.

APPENDIX D

FOUNDATION POLICY

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The Hive Foundation Safeguarding Children and Vulnerable Adult's Policy

Introduction

All sporting organisations which make provision for children, young people and vulnerable adults must ensure that:

- The welfare of the child, young person and vulnerable adult is paramount.
- All children, young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- **All staff, trustees, board members and volunteers** working in sport have a responsibility to report concerns to the appropriate officer of the club.
- Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred however, they should be aware of their responsibility to report concerns if they arise.
- The Hive Foundation and all staff and volunteers understand **safeguarding is everyone's responsibility.**

Definitions

- The definition of 'child' within the Children Act 1989/2004 is: 'A person under the age of eighteen'.
- This document uses the term 'young person' to refer to participants aged between fourteen and eighteen years old.
- The term 'vulnerable adult' is not based on age or disability. For example, there is no age when a person should be classified as a vulnerable adult, nor should all those with physical or other disability be classified as vulnerable. Moreover, some other people may go through periods of being vulnerable when they are emotionally low or distressed. It is essential that those working with such people recognise this vulnerability and ensure that is not exploited.

Policy Statement

- The Hive Foundation has a duty of care to safeguard all children, young people and vulnerable adults involved in The Hive Foundation from harm.
- All children, young people and vulnerable adults have the right to protection and the needs of disabled children and other who may be particularly vulnerable must be considered.

- The Hive Foundation will ensure the safety and protection of all children, young people and vulnerable adults involved in The Foundation through adherence to the Safeguarding guidelines adopted by The Hive Foundation.
- A child is defined as a person under the age of 18 (The Children Act 1989/ 2004)

Policy principles

- The welfare of the child is paramount.
- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection from abuse and exploitation.
- All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm.
- Pupils and staff involved in child protection issues will receive appropriate support.

Policy aims

The aims of The Hive Foundation's Safeguarding policy are to promote good practice and.

- Provide children, young people and vulnerable adults with appropriate safety and protection whilst in the care of The Hive Foundation.
- Allow all staff, trustees, Board members and volunteers to make informed and confident responses to specific safeguarding issues.
- Provide all staff, trustees, Board members and volunteers with a clear understanding that Safeguarding is our responsibility.

Policy Objectives

The objective of this policy is to ensure that all children, young people and vulnerable adults, are protected from any harm, abuse or exploitation. We will achieve this by following the guidance within this policy and core legislation this policy has been based upon.

Scope

This Policy covers all staff, trustees, Board members and volunteers that work within any of the projects run by The Hive Foundation. This includes schools, Saturday soccer schools and any funded projects/ activities that The Hive Foundation run or are involved in. They are consistent with those of the local safeguarding children board (LSCB). It provides the guidance staff need to keep children safe and secure in the school and informs parents and carers how the school will safeguard their children whilst they are in the Foundations care.

The Hive Foundation recognises that all children, young people and vulnerable adults have a right to feel secure and cannot learn effectively

unless they do so. Parents, carers and other people can harm children either by direct acts or failure to provide proper care or both. Children may suffer neglect; emotional, physical or sexual abuse or a combination of such types of abuse. All children, young people and vulnerable adults have a right to be protected from abuse. Whilst the Foundation will work openly with parents as far as possible, the Foundation reserves the right to contact Local Authority Social Care or the Police, without notifying parents/ carers, if this is in the child's, young person or vulnerable adult's best interests.

The Hive Foundation does not operate in isolation. The welfare of children, young people and vulnerable adults is a corporate responsibility of the entire local authority, Local FA and Football League working in partnership with other public agencies, the voluntary sector and service users and carers. Our Policy will be shared with all partners and external organisations that we work with or in conjunction with. This policy is available on the Foundation website and is available to staff on the club network.

Safeguarding legislation and guidance

The following safeguarding legislation and guidance has been considered when drafting this policy:

- The Children Act 1989 and 2004
- The Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguarding Children 2015
- Keeping Children Safe in Education 2016
 - What to do if you're worried a child is being abused 2015.
- Safeguarding our Children - 4LSCB Safeguarding Procedures (2007)
 - Harrow Council - Safeguarding Children Policy (2014)
- The Prevent duty - Departmental for Education advice for schools and childcare providers (June 2015)
 - Safeguarding Children Who May Have Been Trafficked Guidance (2011)

Job Roles and responsibilities

All staff and volunteers within the Hive Foundation have a safeguarding responsibility and need to understand their role within the organisation.

Board member responsible of Safeguarding for the Hive Foundation

The Board member responsible for safeguarding is the strategic lead and will work closely alongside the DSO to support them in safeguarding and child protection matters within the organisation.

Our Board member is:

- Graham Slyper
- 07836563932
- gslyper@barnetfc.com

The Board member's role includes:

- Overseeing the preparation and implementation of the safeguarding policy and ensuring that it is reviewed on an annual basis, and that the policies and procedures are followed.

- Identifying a budget to ensure continual staff development is possible.
- Reviewing safeguarding incidents post resolution to review staff responses and implement any changes or extra training that may be required.
- Meeting regularly with all the club safeguards leads to offer support and advice with all safeguarding matters.
- If required reporting any concerns to Children's Services or the police (urgent concerns must be reported immediately even if the DSO is not available.)
- Safeguarding officer for the Hive Foundation
- The designated safeguarding officer (DSO) has a specific responsibility for safeguarding and child protection matters within the organisation.

The Senior Safeguarding Manger

Our SSM is Andrew Wigley there contact details are below.

- Andrew Wigley
- 07956-518517
- 020-8381-3800 (Ext. 1800)
- awigley@barnetfc.com

The Senior Safeguarding manager duties include:

- Directly supervising the club DSO's day to day activity and providing support in all matters.
- Overseeing the preparation and implementation of the safeguarding policy and ensuring that it is reviewed annually, and that the policies and procedures are followed.
- Keeping up to date on own CPD in relation to safeguarding issues.
- Acting as a source of advice on all child protection matters within their organisation and seeking further advice and guidance from other agencies as needed e.g. The FA or Local Authority.
- Speaking to parents about concerns when appropriate.
- Ensuring that confidential records are kept of any concerns about a child or young person, and recording any conversations, referrals to statutory agencies or actions taken.
- Ensuring that any such records are kept safely and securely and only shared with people on a need-to-know basis.
- Making sure that staff/volunteers receive adequate child protection induction and ongoing training.
- Ensuring that all staff and volunteers have up to date DBS checks.
- Promoting the needs of children and young people in the workplace and

keeping the staff and volunteers informed on good practice, through staff meetings, 1-1 meetings and yearly appraisals.

- Liaising with the Council and other Child Protection agencies (i.e. Police) and making referrals when safeguarding thresholds have been met.
- Reporting any concerns to Children's Services or the police (urgent concerns must be reported immediately even if the DSO is not available.)
- Acting as the lead person in circumstances where an allegation has been made against a member of staff/volunteer within the Hive Foundation, and meet statutory requirements as laid in Working Together to Safeguard Children 2015 to report such allegations to the Designated Officer for the Local Authority within 48 hrs.
- Attending meetings following disclosures or investigations, including case conferences, and producing reports if required.

The Designated Safeguarding Officers roles include:

- Overseeing the preparation and implementation of the safeguarding policy and ensuring that it is reviewed annually, and that the policies and procedures are followed.
- Keeping up to date on own CPD in relation to safeguarding issues.
- Acting as a source of advice on all child protection matters within their organisation and seeking further advice and guidance from other agencies as needed e.g. The FA or Local Authority.
- Speaking to parents about concerns if and when appropriate.
- Ensuring that confidential records are kept of any concerns about a child or young person, and recording any conversations, referrals to statutory agencies or actions taken.
- Ensuring that any such records are kept safely and securely and only shared with people on a need to know basis.
- Making sure that staff/volunteers receive adequate child protection induction and ongoing training.
- Ensuring that all staff and volunteers have up to date DBS checks.
- Promoting the needs of children and young people in the workplace and keeping the staff and volunteers informed on good practice, through staff meetings, 1-1 meetings and yearly appraisals.
- Liaising with the Council and other Child Protection agencies (i.e. Police) and making referrals when safeguarding thresholds have been met.
- Reporting any concerns to Children's Services or the police (urgent concerns must be reported immediately even if the DSO is not available.)

- Acting as the lead person in circumstances where an allegation has been made against a member of staff/volunteer within the Hive Foundation, and meet statutory requirements as laid out in Working Together to Safeguard Children 2015 to report such allegations to the Designated Officer for the Local Authority within 48 hrs.
- Attending meetings following disclosures or investigations, including case conferences, and producing reports if required.
- Being available

If you have any other concerns about a child, young person or vulnerable adult and are unable to contact your club officers. Or you are unhappy with the action taken by them Here are some other contacts you can report your concern to. Remember Safeguarding is everyone's concern.

Middlesex FA County Welfare Officer (CWO)

- Rebecca Chapman
- 0208 515 6909
- rebecca.chapman@middlesexfa.com

Premier League Head of safeguarding

- Jess Addicott
- safeguarding@premierleague.com

The Football Association Head of safeguarding (National League)

- Billy Ketman
- billy.ketman@thefa.com
- safeguarding@thefa.com

The Football league Child Protection Advisor

- Debbie Treadwell
- 01772 325800
- dtreadell@efl.com

Harrow council's children's access team (safeguarding & child protection unit)

- Golden Number- 02089012690
- Out of hours- 02084240999

Harrow council LADO

- Janice Miller
- Janice.Miller@harrow.gov.uk
- 020 8736 6435 (Mon, Tues & Friday)

Harrow Council Safeguarding Adults Services

- safeguardingadults@harrow.gov.uk
- Civic Centre, Harrow, HA1 2XY
- 020 8420 9453
- 020 8416 8269

Access Harrow / Social Services 020 8901 2680

- AHadults@harrow.gov.uk
- 020 8901 2680
- Out of hours Social Services- 020 8424 0999
- Children's access team, Civic Centre, 2nd floor, North wing, Harrow, HA2 2XY

Barnet council's multi-agency safeguarding hub (safeguarding & child protection unit)

- Emergency contact - 020 8359 2000
- 02083594066
- Fax- 0871 594 8766
- mash@barnet.gov.uk
- MASH London Borough of Barnet, North London Business Park, Oakleigh Road South, London, N11 1NP

Barnet Safeguarding Adults Lead

- Sue Smith
- 020 8359 6015
- sue.smith@barnet.gov.uk
- Social care direct - 020 8359 5000
- socialcaredirect@barnet.gov.uk

Additional contacts

- The NSPCC Helpline 0808 800 5000
- Childline 080011
- Police (emergency) 999
- Police (non-emergency) 101

Ethical Work

The Hive Foundation actively promotes and supports ethics in sport, where ethics can be defined as the application of moral rules, principles, values and norms. In line with the policy of the Football Association Club practices the following core values within delivering football opportunities:

- Fairness
- Integrity
- Respect
- Equity

Every member within The Hive Foundation whether as players, Staff, officials, coaches, trustees, volunteers or supporters - must take personal responsibility for ensuring that football activities are fun and fair for all. If we fail to do so, we will all suffer, and so will our Foundation. To help you to tackle these problems in a coordinated and proactive way, the Foundation's safeguarding policy addresses the most important ethical issues. Please take the time to read it carefully and consider what it means.

Promoting good practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate actions to take.

Abuse can occur in many situations including the home, school and sporting environment. Some individuals will actively seek employment or voluntary work with young people to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document. When a child enters the club having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving a child's self-esteem. In such instances the club must work with the appropriate agencies to ensure the child receives the required support.

Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behaviour to protect themselves from false allegation. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treat all young people/ disabled adults equally, and with respect and dignity.
- Always putting the welfare of each child, young person and vulnerable adult first before winning or achieving goals.

- Maintaining a safe and appropriate distance with players (e.g. it is not appropriate for coaches or other volunteers to have an intimate relationship with a child (or to share room with them))
- Building balanced relationships based on mutual trust empowers children, young people and vulnerable adults to share in the decision-making process.
- Making sport fun and enjoyable and promoting fair play.
- Ensuring that if any form of manual/ physical support is required. It should be provided openly and according to guidelines provided by the coach education programme. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted, and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- Keeping up to date with technical skills and qualifications in sport as well as ensuring upkeep of first aid and safeguarding CPD.
- Involving parents/carers whenever possible. For example, encouraging them to take responsibility for their children, young people and vulnerable adults in the changing rooms. If groups must be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs.
- Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.
- Ensuring that at tournaments or residential events adults should not enter children, young people and vulnerable adults' room or invite children, young people and vulnerable adults into their rooms.
- Being excellent role models in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognizing the development needs and capacity of young people and disabled adults- avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with details of any treatment given.

- Requesting written parental consent if club officials or volunteers are required to transport young people in their cars.

Practices to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or parent fails to arrive to pick a child up at the end of a session:

- Avoid spending time alone with children, young people and vulnerable adults away from others.
- Avoid taking or dropping off a child, young person or vulnerable adult to an adult.

Practices never to be sanctioned

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child, young person or vulnerable adult for example when on a touring trip.
- Allow or engage in any form of inappropriate touching.
- Allow children, young and vulnerable adults to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, young people and vulnerable adults, even in jest.
- Reduce children, young people or vulnerable adult to tears as a form of control.
- Allow allegations made by a child, young person or vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children, young people and vulnerable adults which they can do for themselves.
- Invite or allow children, young people and vulnerable adults to stay with you at your home unsupervised.

N.B. it may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are children, young people and vulnerable adults. These tasks should only be carried out with the full understanding and consent of parents and the players involved. There is a need to be responsive to a person's reactions. If a person is dependent on you, talk with him/her about what you are doing and give

choices where possible. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Staff code of conduct

The following code of conduct is to be adhered to by all employees and people associated with the foundation.

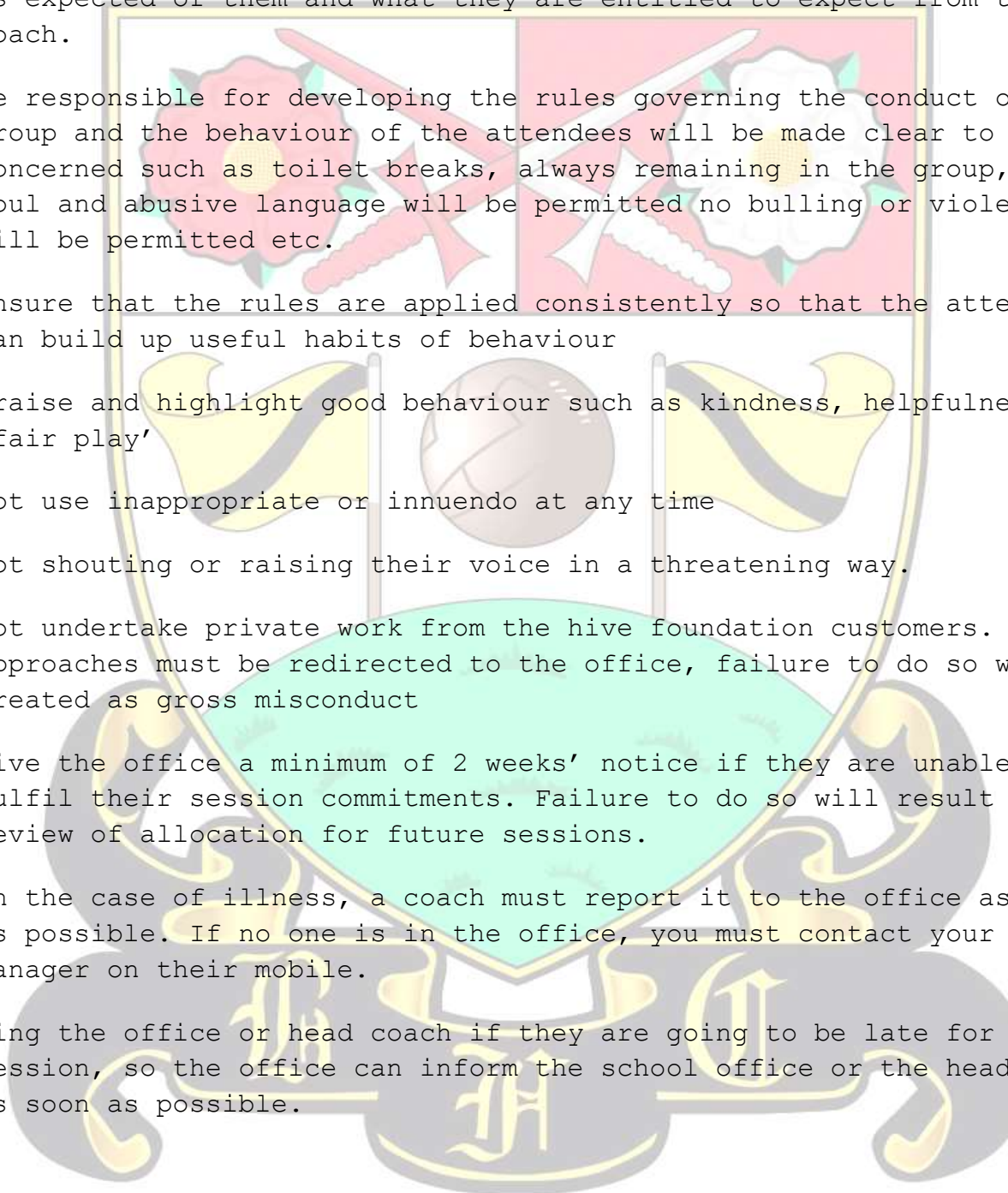
Coaches, Staff, Volunteers and trustees are the key to the establishment of ethics in football. Their concept of ethics and their attitudes directly affect the behaviour of players under their supervision. Coaches, Staff, Volunteers and trustees are therefore, expected to pay particular care to the moral aspect of this conduct.

Coaches, Staff, Volunteers and trustees must be aware that almost all their everyday decisions and choices of actions, as well as strategic targets, have ethical implications.

Increased responsibility is requested from coaches involved in coaching young people. The health, welfare and moral education of children and young people are our priority, before the achievement or the reputation of the club, school, coach or parent.

All Staff must:

- Respect the rights, dignity, safety and work of each person and treat each equally within the context of the sport.
- Make yourself familiar with the hive foundation safeguarding policies
- Set a positive example for others, especially children and players.
- Place the well-being and safety of each player above all other consideration including the development of performance
- Adhere to all guidelines laid down by the FA licensed coaches club and the football association
- Do not exert undue influence on children, young people and vulnerable adults on any initiatives to obtain personal benefit or reward. This includes using their influence to attract players to private football teams or initiatives not connected to the hive foundation
- Ensure the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the participants
- Where possible work with other coaches or at least in pairs and should never get into a situation where they are alone with a child or young adult.
- Promote the positive aspects of the sport and never condone violations of the laws of the games, behaviour contrary to the spirit of the laws of the game or relevant rules and regulations or the use of prohibited substances or techniques
- Consistently display the high standards of behaviour and appearance of the hive foundation

- 
- All coaches arrive at each session at least 15 minutes before it is due to start and are not to leave until every child has left safely
 - Encourage and guide to accept responsibility for their own behaviour and performance
 - Clarify with the players (and where appropriate parents) exactly what is expected of them and what they are entitled to expect from their coach.
 - Be responsible for developing the rules governing the conduct of the group and the behaviour of the attendees will be made clear to all concerned such as toilet breaks, always remaining in the group, no foul and abusive language will be permitted no bullying or violence will be permitted etc.
 - Ensure that the rules are applied consistently so that the attendees can build up useful habits of behaviour
 - Praise and highlight good behaviour such as kindness, helpfulness and 'fair play'
 - Not use inappropriate or innuendo at any time
 - Not shouting or raising their voice in a threatening way.
 - Not undertake private work from the hive foundation customers. Any approaches must be redirected to the office, failure to do so will be treated as gross misconduct
 - Give the office a minimum of 2 weeks' notice if they are unable to fulfil their session commitments. Failure to do so will result in a review of allocation for future sessions.
 - In the case of illness, a coach must report it to the office as soon as possible. If no one is in the office, you must contact your line manager on their mobile.
 - Ring the office or head coach if they are going to be late for a session, so the office can inform the school office or the head coach as soon as possible.

Respect

Respect is The FA's response to a clear message from throughout the game that the health of football depends upon high standards of behaviour on and off the pitch. This is a statement and code of conduct that The Hive Foundation follows and expect all staff, volunteers, trustees, participants and parents/carers to abide by.

- Respect is a behavioral code for Football
- Respect is about recognizing that the integrity of the game is more important than the result of the match
- Respect is For ALL and plays a key part in uniting the game
- Respect is about creating an understanding of what is acceptable and unacceptable behaviour in Football
- Respect is about those involved taking responsibility for the consequences of their own actions
- Respect is about supporting match officials to do their job.
- Respect is not a slogan. It is a collective responsibility of those involved in football to create a safe, fun and inclusive environment in which the game can take place.

The following Respect Codes of Conduct outline the types of behaviour that will support a safe, fun and inclusive game in this country. They also identify a range of sanctions which may be taken if these codes are not abided by.

Players/Participants – Code of conduct

When playing football, I will:

- Always play to the best of my ability and for the benefit of my team
- Play fairly – I won't cheat, dive, complain or waste time.
- Respect my team-mates, the other team, the referee or my coach/team manager.
- Play by the rules, as directed by the referee
- Be gracious in victory and defeat – I will shake hands with the other team and referee at the end of the game
- Listen and respond to what my coach/team manager tells me
- Understand that a coach/team manager has to do what is best for the team and not one individual player
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA: I may:

- Be required to apologise to my team-mates, the other team, referee or team manager
- Receive a formal warning from the coach/team manager or the club committee

- Be suspended from training
- Be required to leave the club in addition:
- My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct
- The FA/County FA could impose a fine and suspension against my club

Spectators/Parents/Careers Code of Conduct

We all bear a collective responsibility to set a good example and help provide a positive environment in which children/young people can learn and enjoy the game. Play your part and always observe The FA'S Respect Code of Conduct for spectators I will:

- Remember that children play for FUN.
- Applaud effort and good play as well as success.
- Respect the Referee's decisions even when you don't agree with them
- Appreciate good play from whatever team it comes from o Remain behind the touchline and within the Designated Spectators' Area (where provided)
- Let the coach do their job and not confuse the players by telling them what to do
- Encourage the players to respect the opposition, referee and match officials
- Support positively. When players make a mistake offer them encouragement not criticism o Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or the FA: I may be:

- Issued with a verbal warning from a club or league official o Required to meet with the club, league or CFA Welfare Officer
- Required to meet with the club committee
- Obligated to undertake an FA education course
- Obligated to leave the match venue by the club
- Requested by the club not to attend future games
- Suspended or have my club membership removed
- Required to leave the club along with any dependents

In addition:

- The FA/County FA could impose a fine and/or suspension on the club

Incidents that must be reported/recorded

If any of the following occur, you should report this immediately to another colleague and record the incident. Once recorded this should then be delivered to the safeguarding lead.

You should also ensure the parents/carer of the child, young people and vulnerable adults are informed.

You should also ensure the parents/carer of the child, young people and vulnerable adults are informed if:

- If you accidentally hurt a participant
- If he/she seems unduly distressed in any manner.
- If a participant appears to be sexually aroused by your actions
- If a participant misunderstands or misinterprets something you have done.

Abuse of position of trust

All staff at The Hive Foundation are aware that inappropriate behaviour towards participants is unacceptable and that their conduct towards participants must be beyond reproach.

Staff understands that under the Sexual Offences Act 2003 it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a member of the 1 staff and a participant under 18 may be a criminal offence.

Children who may be particularly vulnerable

Some children may have an increased risk of abuse. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur. To ensure that all our pupils receive equal protection, we will give special consideration to children, young people or vulnerable who are:

- disabled or have special educational needs
- young carers
- affected by parental substance misuse, domestic violence or parental mental
- health needs
- asylum seekers
- living away from home
- vulnerable to being bullied, or engaging in bullying

- living in temporary accommodation
- live transient lifestyles
- living in chaotic and unsupportive home situations
- vulnerable to discrimination and maltreatment on the grounds of race, ethnicity,
- religion, disability or sexuality
- at risk of sexual exploitation
- do not have English as a first language
- at risk of female genital mutilation (FGM)
- at risk of forced marriage
- at risk of being drawn into extremism.

This list provides examples of additionally vulnerable groups and is not exhaustive.

Parental Consent

- When a child is registered for The Hive Foundation the registration form is used to obtain the child's or vulnerable adults' details. Registration is taken as an understanding that the child will be provided with a service of care and learning that is best suited to him / her.
- The consent form also contains the option to allow consent for the taking of photographs of the child or vulnerable adults which may be used for display purposes within the hive foundation.
- Furthermore, it will contain consent for the giving of medical care to the child or vulnerable adults as and when required.

It is therefore the policy of The Hive Foundation to seek separate written consent, permission or authorisation from the parents/ carers BEFORE undertaking any of the following:

- Administration of prescription medicines.
- Trips and outings away from the hive. In this respect consent may also be required for each outing, according to circumstances.
- Consent for named individuals to drop off, and / or collect from The Hive Foundation.

It is fully accepted that each issue referenced above is a matter of personal choice or belief, and as such The Hive Foundation will fully respect and abide by the decision of the parent / carer in each case.

Use of photographic/filming equipment at sporting events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young or disabled sportspeople in vulnerable positions. All clubs should be vigilant, and any concerns should be reported to the club child protection officer.

Videoing as a coaching aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be made aware that this is part of the coaching programme and give their permission, and such films should be stored securely.

The Football association has issued detailed guidance on this issue and reference should be made to the FA web site for more information.

Safer Recruitment

Organisations employing staff to work with children/young people should have a consistent and thorough process of recruitment that reduces the risk of selecting those who may pose a risk to children/young people.

In the recruitment of staff, organisations must ensure that:

- Recruitment documentation (application forms and adverts) contains reference to the organisations commitment to safeguarding children and young people.
- DBS checks are undertaken
- A minimum of two references are obtained, including one from the applicant's current or most recent employer. Where possible, one reference should be from a person who has experience of the applicants working with children/young people.
- Applicants should be asked to bring original or certified copies of documents confirming any necessary or relevant educational and professional qualifications.
- All applicants should bring to interview evidence of their identity, which could include a full birth certificate, passport or photo card driving license and additionally a document such as a utility bill that verifies the candidate's name and address.
- Interviews should be rigorous in addressing safeguarding issues

The same processes should apply to volunteers who have unsupervised or regular contact with children/young people. However, where volunteering activity is unplanned and does not include unsupervised contact e.g. one-off day trip, a DBS check is not required.

Staff training

It is important that all staff receive training to enable them to recognise the possible signs of abuse, neglect and exploitation and to know what to do if they have a concern. New staff and trustees will receive a briefing during their induction, which includes The Hive Foundations Safeguarding Policy, Staff Code of Conduct, reporting and recording arrangements, and details for the DSO/SSM and all other relevant documentation. All staff, including the DSO/SSM and trustees will receive

training that is regularly updated. All staff will also receive safeguarding updates throughout the year, in staff meetings and trustees' meetings.

Disclosure and Barring Service (DBS)

The role and remit of the DBS

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaced the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) in December 2012.

The DBS is responsible for:

- processing requests for criminal records checks (DBS checks, formerly CRB checks)
- deciding whether it is appropriate for a person to be placed on or removed from a barred list (that is a list of people who are barred from working with children or/and vulnerable adults because they pose too great a risk to them)
- placing or removing people from the DBS children's barred list and adults' barred list for England, Wales and Northern Ireland Criminal Record Checking:

Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for, or are currently undertaking, is listed as an exception under the act (Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975).

Where an exception to the Rehabilitation of Offenders Act exists, the post/role is eligible for Disclosure and Barring Service (DBS) checks containing individual's full criminal record, including spent cautions and convictions.

The minimum age at which someone can be asked to apply for a DBS check is 16 years old.

Safer Recruitment and training of volunteers

The Hive Foundation recognises that anyone may have the potential to abuse children, young people and vulnerable adults in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

Pre-selection checks must include the following:

- All volunteers should complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- Consent should be obtained from an applicant to seek information from the Criminal Records Bureau.
- Evidence of identity (passport or driving licence with photo).
- Interview and inductions.

All volunteers will be required to undergo an interview carried out to acceptable protocol and recommendations.

All volunteers will be required to undergo an interview carried out to acceptable protocol and recommendations.

All volunteers should receive formal or informal induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures.)
- Their qualifications, if any, should be substantiated.
- The job requirements and responsibilities should be clarified.
- They should sign up for the club's code of conduct.
- Child protection procedures are explained, and training needs are identified.

Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child, young person, and vulnerable adults.
- Work safely and effectively with children, young people and vulnerable adults.

The Hive Foundation requires:

- Coaching staff to attend a recognised level 1 coaching course which will include a good practice and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.
- Staff and volunteers are to be encouraged to complete a recognised awareness training course on child protection.
- Relevant staff and volunteers receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a vulnerable person.
- Relevant staff and volunteers should be encouraged to gain a first aid training qualification.

- Attending update training when necessary.

Whistleblowing

It is often the case that players, coaches, officials, parents or team followers are the first to realise that a child's safety and welfare are under threat. However, they may not express their concerns because they feel that speaking up would be too difficult to handle. It may also be that they fear harassment or victimisation.

In these circumstances, it may be easier for them to ignore the concern rather than report what may just be a suspicion of poor practice. The Hive Foundation urges anyone to come forward and voice those concerns and commits to matters of concern being raised without fear of victimisation, subsequent discrimination or disadvantage.

The following is intended to encourage and enable individuals to raise serious concerns within The Hive Foundation rather than overlooking a problem or blowing the whistle outside. It is in the interest of all concerned that disclosure of potential abuse or irregularities is dealt with properly, quickly and discreetly. This includes the interests of all persons involved with the hive foundation, the person making the complaint and the person who is the subject of the complaint.

Safeguarding

The Hive Foundation recognises that raising a concern and reporting an allegation can be a difficult decision to make through fear of reprisals from those responsible for the alleged poor practice. If an individual believes what they say is or may be true, they should have no reason to fear reporting their concern as a duty of care to the child, young person or vulnerable adult concerned.

Where concerns are raised in good faith, the hive foundation will offer full support to the whistle-blower and will not tolerate any resulting bullying, harassment or victimisation whatsoever. If this does occur, any perpetrators will be dealt with under Club disciplinary policy/procedures, which may result in possible expulsion from the club.

Confidentiality

The hive foundation will do its utmost to protect the confidentiality of a whistle-blower if they do not want their identity to be disclosed. It must be acknowledged that any subsequent investigation into an allegation, the whistle-blower may be needed provide a statement to form part of the evidence.

If the investigation process requires the whistle-blower to be identified, or it becomes apparent that the whistle-blower will be identified, notice will be given to them by the Designated Safeguarding Officer (DSO), to which person the identity disclosure will be made. They will then be given the opportunity to discuss any likely consequences.

Raising a Concern or Making an Allegation

In the first instance, concerns should be brought to the attention of the Club's DSO either verbally or in writing. THE HIVE FOUNDATIONS DSO is Sian Osmond who can be contacted via email at sosmond@thehivefoundation.com. The concern needs to be as specific as possible including the reason for the concern, an outline of the issue, the history or background, any names, dates and locations where possible.

The earlier an individual expresses a concern, the easier it is for someone to take prompt and efficient action. Although the whistle-blower is not expected to prove the truth of the allegation, they will need to

demonstrate to the club's DSO that there are sufficient grounds for their concern.

Anonymous Allegations

The hive foundation encourages the whistle-blower to put their name to a concern or allegation. Anonymous concerns or allegations are much less powerful and are therefore much harder to prove. Any concern or allegation received anonymously will still be considered and an investigation will be undertaken at the discretion of the DSO who will assess the seriousness of the concern, the credibility of the concern, and the likelihood of confirming the allegation from attributable sources or factual records.

Untrue or Unproven Allegations

If an investigation finds that the concerns or allegations made by a whistle-blower are untrue or have not been substantiated but were reported in good faith, then no action will be taken against the whistle-blower. However, if it is established that a concern or allegation was made with malicious or frivolous intent or for personal gain, disciplinary action may be taken against them. In such cases, the hive foundations disciplinary policy/procedure will apply.

Responses and Outcomes to Concerns and Allegations

The DSO or other relevant person, body or organisation will respond accordingly to all concerns and allegations that are raised with communications either by email, telephone or in person as is deemed appropriate, and will liaise with the whistle-blower as necessary until the matter is concluded.

The Investigation Process

All investigations will be undertaken by the DSO who may be supported by an appropriate member of the hive foundation Management Team. However, should you feel that you have not received a satisfactory response or conclusion to your concern you can approach the following people/organisations:

- Club Safeguarding committee member
- The Middlesex FA County Welfare Officer
- Debbie Lyons-Treadell, Child Protection Advisor, the Football League, Operations Centre, Edward VII Quay, Navigation Way, Preston, PR2 2YF Phone: 01772 325800 Email: dtreadell@efl.com
- The FA/NSPCC Child Protection 24-Hour Helpline 0808 800 5000
- Or by going direct to the Police (999) and/or Harrow councils' golden number 020 8901 2690 (out of hours 020 8424 0999)

Responding to allegations or suspicions

It is not the responsibility of anyone operating in The Hive Foundation to decide whether child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

The Hive Foundation will assure all staff and volunteers that it will fully support and protect anyone who in good faith reports his or her concern that colleague is or may be abusing a child, young person or vulnerable adult. Where there is a complaint against an adult there may be three types of investigation:

1. A criminal investigation.
2. A child protection investigation.
3. A disciplinary or misconduct investigation.

The result of the police and child protection investigation may well influence the disciplinary investigation but not necessarily.

Actions if there are concerns

1. Concerns about poor practice

- a. If the following consideration the allegation is clearly about poor practice; The Hive Foundation safeguarding officer will deal with it as a misconduct issue. If the allegation is about poor practice by The Hive Foundation safeguarding officer, or the matter has been handled inadequately and concerns remain it should be reported to The Middlesex FA or the Harrow safeguarding team (the golden number) who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

2. Concerns about suspected abuse

- a. Any suspicion that a child, young people and vulnerable adults has been abused by an adult should be reported to The Hive Foundation safeguarding officer who will take such steps as considered necessary to ensure the safety of the child, young people and vulnerable adults' question and any other child, young people and vulnerable adults who may be at risk. The Hive Foundation safeguarding officer will refer the allegation to the Harrow safeguarding team who may involve the police or will go directly to the police in an emergency.
- b. The parents or carers of the child, young people or vulnerable adults will be contacted as soon as possible following advice from the social services department.
- c. If The Hive Foundation safeguarding officer is the subject of the suspicion/allegation. The report must be made to the club chairman or in his/her absence the Middlesex F.A welfare officer who will refer the allegation to the local authorities safeguarding team.

Complaints & Appeals

A complaint may be made by an individual who has been the subject of a poor practice or child protection concern that has been dealt with by The Hive Foundation Safeguarding team.

In the first instance the complainant is required to contact The Senior Safeguarding Manager (Andrew Wigley)

The SSM will contact the complainant within 72 hours to establish more information. It is however hoped that the SSM will be able to resolve the complaints' concerns and give appropriate assurances regarding the management of the case in question. A record of this resolution will be made and copied to the complainant.

If the complainant is dissatisfied with the response and wishes to take

the matter further, they are required to put the matter in writing to Graham Slyper (Board member in charge of safeguarding) to The Hive London, Camrose Avenue, HA8 6AG, within 28 days of the known outcome of the informal communication with The SSM.

Please note, any matters relating to appeals with regard to FA Disciplinary Hearings and Suspensions will be separately dealt with by The FA.

Information Sharing

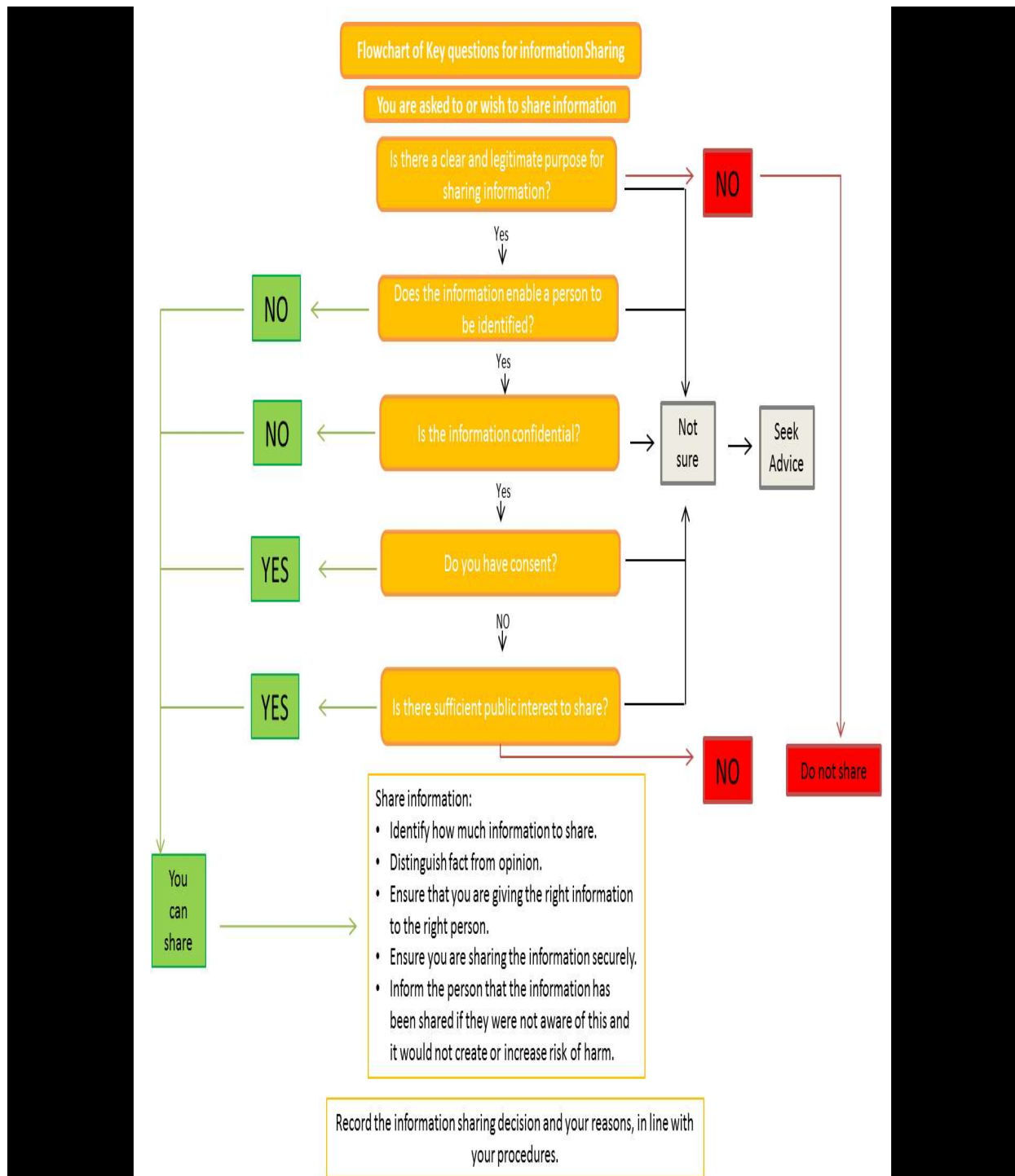
With regards to the welfare of children/young people, information sharing is key to enabling early intervention and preventative work. By sharing genuine concerns about a child or family, professionals can construct a more accurate picture about a child/young person's safety and well-being.

Seven golden rules for information sharing

1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living people is shared appropriately.
2. Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose

Remember, data protection should never be used as an excuse for failure to protect a child/young person from a real risk of harm. Seek advice if you are not sure what to do at any stage and ensure that the outcome of the discussion is recorded.

Use this flowchart to help you determine whether to share information about a child and/or family you are working with.



Safeguarding Children - The 5 R's

Recognise:

- Be vigilant
- Know the children you work with
- Be familiar with the types and indicators of abuse

Respond:

- Never ignore concerns, signs or reports related to children's wellbeing and
- safety
- Do not delay your response.

Report:

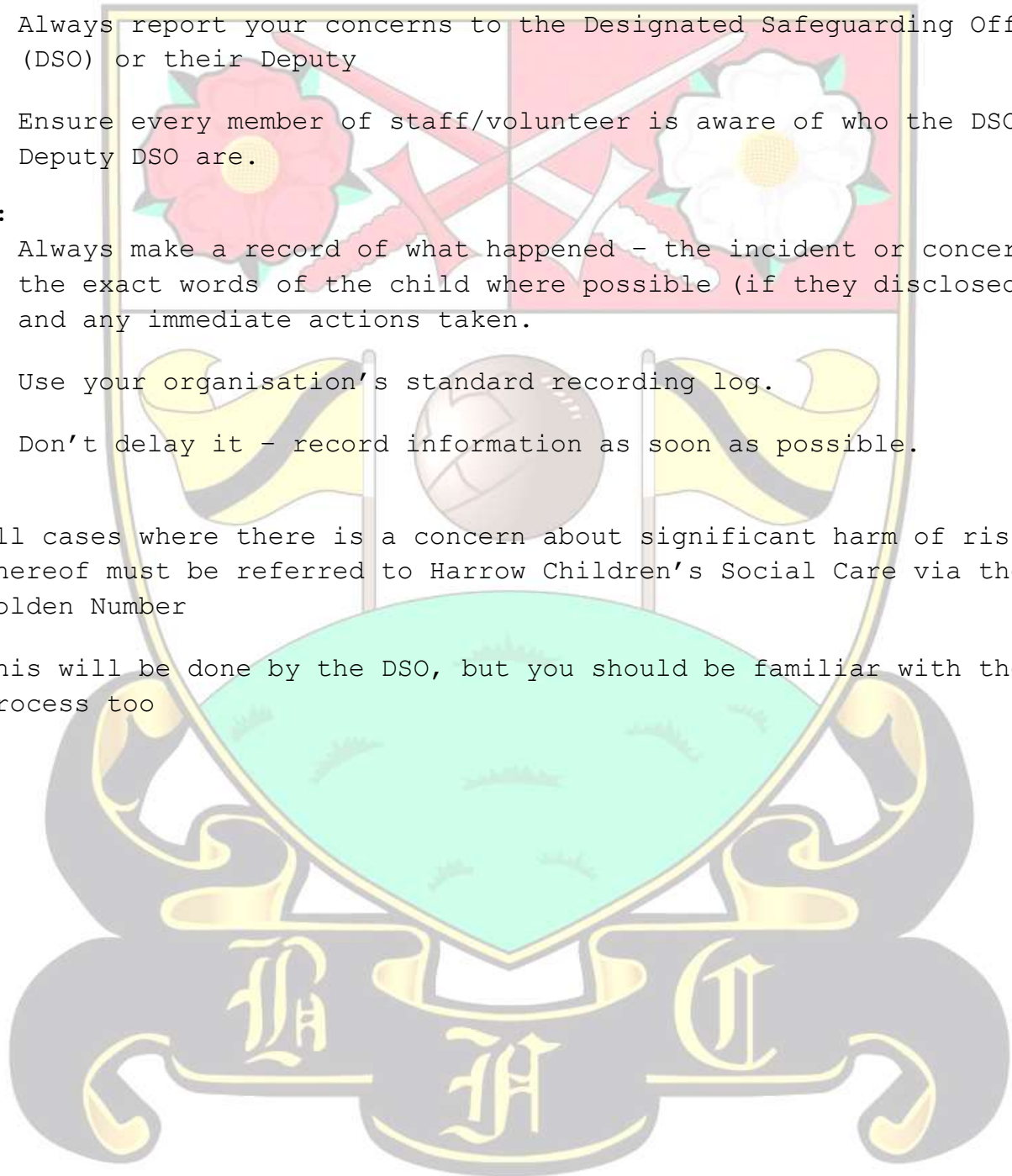
- Always report your concerns to the Designated Safeguarding Officer (DSO) or their Deputy
- Ensure every member of staff/volunteer is aware of who the DSO and Deputy DSO are.

Record:

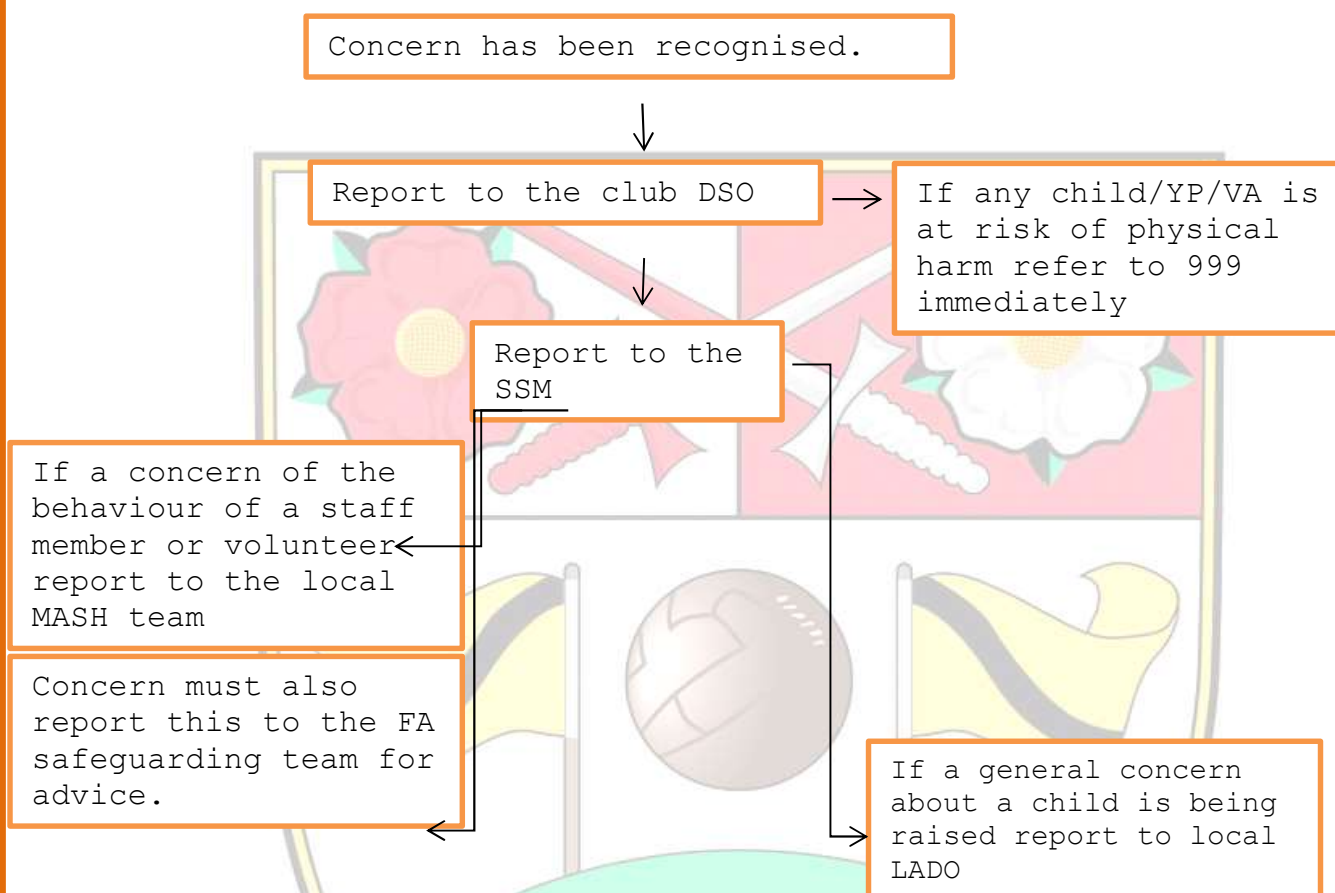
- Always make a record of what happened - the incident or concern, the exact words of the child where possible (if they disclosed) and any immediate actions taken.
- Use your organisation's standard recording log.
- Don't delay it - record information as soon as possible.

Refer:

- All cases where there is a concern about significant harm or risk thereof must be referred to Harrow Children's Social Care via the Golden Number
- This will be done by the DSO, but you should be familiar with the process too



Seeking advice/referral flow chart



Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned.

Information should be handled and disseminated on a need-to-know basis only. This includes the following people:

- The Hive Foundation designated safeguarding officer.
- The parents of the person who is alleged to have been abuses.
- The person making the allegation.
- The local authorities safeguarding team.
- The Middlesex F.A welfare officer
- The alleged abuser (and parent if the alleged abuser is a child, young person or vulnerable adult)

The Hive Foundation safeguarding officer will seek advice on who should approach he alleged abuse information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure.

Principles

- All personal paper-based and electronic data must be stored in accordance with the Data Protection Act 1998 and must be secured against unauthorized access, accidental disclosure, loss or destruction.
- All personal paper-based and electronic data must only be accessible to those individuals authorised to have access.

Statistical Recording

The Foundation is committed to effective statistical recording of the use of its services to monitor usage and performance.

All statistical records given to third parties, such as to support funding applications or monitoring reports for the funding bodies shall be produced in anonymous form, so individuals cannot be recognised, unless participants have agreed to share their information.

Records

All records are kept in locked filing cabinets. All information relating to service users will be left in locked drawers. This includes notebooks, copies of correspondence and any other sources of information.

Breaches of Confidentiality

The Foundation recognises that occasions may arise where individual workers feel they need to breach confidentiality. Confidential or sensitive information relating to an individual may be divulged where there is risk of danger to the individual, a volunteer or employee, or the public at large, or where it is against the law to withhold it. In these circumstances, information may be divulged to external agencies e.g. police or social services on a need-to-know basis.

Where worker feels confidentiality should be breached the following steps will be taken:

- The worker should raise the matter immediately with their Line Manager.
- The worker must discuss with the Line Manager the issues involved in the case and explain why they feel confidentiality should be breached and what would be achieved by breaching confidentiality. The Line Manager should take a written note of this discussion.
- The Line Manager is responsible for discussing with the worker what options are available in each set of circumstances.

- The Line Manager is responsible for deciding whether confidentiality should be breached. If the Line Manager decides that confidentiality is to be breached, then they should take the following steps:
- The Line Manager should contact the Chair in the first instance, or Vice Chair of the Committee. The Manager should brief the Chair/Vice Chair on the full facts of the case, ensuring they do not breach confidentiality in doing so. The Line Manager should seek authorisation to breach confidentiality from the Chair/Vice Chair.
- If the Chair/Vice Chair agrees to breach confidentiality, a full written report on the case should be made and any action agreed undertaken. The Line Manager is responsible for ensuring all activities are carried out.
- If the Chair/Vice Chair does not agree to breach confidentiality, then this is the final decision of The Hive Foundation.

Legislative Framework

The Foundation will monitor this policy to ensure it meets statutory and legal requirements including the Data Protection Act, Children's Act, Rehabilitation of Offenders Act and Prevention of Terrorism Act. Training on the policy will include these aspects.

Non-adherence

Breaches of this policy will be dealt with under the Grievance and/or Disciplinary procedures as appropriate.

Allegations of Historic abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child) Where such an allegation is made the club should follow the procedures detailed above and report the matter to the local authority or the police. This is because other children, young people and vulnerable adults, wither within or outside sport, may be at risk from this person.

Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This reinforced by the details of the protection of children act 1999.

Anti-Bullying

We 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 the hive foundation. If bullying does occur, all children or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING company. This means that anyone who knows that bullying is happening is expected to tell the Nominated safeguarding Officer or Deputy. This company is committed to playing its part in teaching children to treat each other with respect.

What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional being unfriendly, excluding (emotionally and physically) sending hurtful text messages, tormenting, (e.g. hiding football boots/shin guards, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Sexual unwanted physical contact or sexually abusive comments
- Discrimination racial taunts, graffiti, gestures, homophobic comments, jokes about disabled people, sexist comments,
- Verbal name-calling, sarcasm, spreading rumours, teasing

Cyberbullying

This is when a person uses technology i.e. mobile phones or the internet (social networking sites, chat rooms, instant messenger, tweets), to deliberately upset someone. Bullies often feel anonymous and 'distanced' from the incident when it takes place online and 'bystanders can easily become bullies themselves by forwarding the information on. There is a growing trend for bullying to occur online or via texts – bullies no longer rely on being physically near to the young person.

The hive foundation commits to ensure our website websites and/ or social networking pages are being used appropriately and any online bullying will be dealt with swiftly and appropriately in line with procedures detailed in this policy.

There is no clear boundary between incidents that should be regarded as abusive and incidents that are more properly dealt with as bullying, sexual experimentation etc. This is a matter of professional judgement.

Peer on Peer Bullying

If one child or young person causes harm to another, this should not necessarily be dealt with as abuse: bullying, fighting and harassment between children are not generally seen as child protection issues. However, it may be appropriate to regard a young person's behaviour as abusive if:

- There is a large difference in power (for example age, size, ability, development) between the young people concerned; or
- The perpetrator has repeatedly tried to harm one or more other children; or
- There are concerns about the intention of the alleged perpetrator.

If the evidence suggests that there was an intention to cause severe harm to the victim, this should be regarded as abusive whether severe harm was caused.

Why is it Important to Respond to Bullying?

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

The hive foundation 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. All staff and volunteers 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:

- 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. Bullying because of any form 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.

Generally, these forms of bullying look like other sorts of bullying, but it can include:

Verbal abuse - derogatory remarks about girls or women, suggesting girls and women are inferior to boys and men, or that black, Asian and ethnic minority people are not as capable as white people; spreading rumours that someone is gay, suggesting that someone is inferior and so they are "gay" - for example, "you're such a gay boy!" or "those trainers are so gay!" Ridiculing someone because of a disability or mental health related issue, or because they have a physical, mental or emotional developmental delay. Referring to someone by the colour of their skin,

rather than their name; using nicknames that have racial connotations; isolating someone because they come from another country or social background etc.

- Physical abuse - including hitting, punching, kicking, sexual assault, and threatening behaviour.
- Cyberbullying - using online spaces to spread rumours about someone or exclude them. It can also include text messaging, including video and picture messaging.

Discrimination is often driven by a lack of understanding which only serves to strengthen stereotypes and can potentially lead to actions that may cause women, ethnic minorities, disabled people, lesbian, gay, bisexual or transgender people, or people who follow specific religions or beliefs, to feel excluded, isolated or undervalued. Ensure that all staff and volunteers know that discriminatory language and behaviour will not be tolerated in the hive foundation.

- If an incident occurs, children should be informed that discriminatory language is offensive, and will not be tolerated. If a child continues to make discriminatory remarks, explain in detail the effects that discrimination and bullying has on people. If it is a young person making the remarks their parents should be informed just as in any breach of the foundation Anti-Bullying policy.
- If a child makes persistent remarks, they should be removed from the training setting and the nominated safeguarding officer or foundation officials should talk to them in more detail about why their comments are unacceptable.
- If the problem persists, the child should be made to understand the sanctions that will apply if they continue to use discriminatory language or behaviour.
- Consider inviting the parents/carers to the club to discuss the attitudes of the child in line with the procedures detailed in this policy.

Procedures

1. Report bullying incidents to the nominated safeguarding officer
2. In cases of serious bullying, the incidents will be referred to the County FA Welfare Officer for advice and possibly to The FA Case Management Team
3. Parents should be informed and will be asked to come into a meeting to discuss the problem
4. If necessary and appropriate, the police/local authority 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 foundation will initiate disciplinary action.

Recommended procedure for reconciliation

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 of safeguarding committee member, nominated safeguarding officer, nominated safeguarding deputy) 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 people 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 the 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 foundation 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 staff member or volunteer, The FA's Safeguarding Children Education Programme may be recommended.
3. More serious cases may be referred to the Police and/or the local authority.

Prevention:

- The Hive Foundation will enforce this anti bullying policy.
- The nominated safeguarding officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the foundation, will consider meeting with members to discuss the issue openly and constructively.

Female Genital Mutilation/cutting (FGM)

Female Genital Mutilation (FGM) is a collective term for procedures that remove part or all the external female genitalia for cultural or other non-medical reasons. The age at which girls are subjected to female genital mutilation varies greatly, from shortly after birth to any time up to adulthood, with the average age being 4 to 13 years.

A child for whom FGM is planned is at risk of significant harm through physical abuse and emotional abuse. Health implications can range from severe pain and emotional / psychological trauma to death from blood loss or infection. Depending on the type of FGM carried out, girls and women can also experience urinary problems, difficulty with menstruation, pain,

vaginal infections and specific problems during pregnancy and childbirth. Female Genital Mutilation is a criminal offence in the UK. The Female Genital Mutilation Act (2003) makes it an offence for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal.

More information:

Safeguarding Children at Risk of Abuse through Female Genital Mutilation (LSCB 2007):

http://www.londonscb.gov.uk/procedures/supplementary_procedures.html and

FORWARD: <http://www.forwarduk.org.uk/key-issues/fgm>

Radicalisation and Extremism

The government defines extremism as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Some children, young people and vulnerable adults are at risk of being radicalized: adopting beliefs and engaging in activities which are harmful, criminal or dangerous. Islamic extremism is the most widely publicized form and CCO's should also remain alert to the risk of radicalisation into white supremacy extremism.

At the Hive Foundation, full-time staff receive training to help to identify signs of extremism. From 1 July 2015 CCO's are subject to a duty under section 26 of the Counterterrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty.

For CCO's to fulfil the Prevent duty, it is essential that staff can identify children, young people of vulnerable adults who may be vulnerable to radicalization and know what to do when they are identified.

"Radicalisation" refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. During that process it is possible to intervene to prevent vulnerable people being drawn into terrorist related activity.

Protecting children, young people and vulnerable adults from the risk of radicalisation should be seen as part of CCO's wider safeguarding duties and is similar in nature to protecting children & VA from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

The statutory guidance on the Prevent duty summarizes the requirements on schools in terms of four general themes: risk assessment, working in partnership, staff training and IT policies. Staff concerned about children vulnerable to radicalisation should inform the DSO or the SSM whereupon local safeguarding procedures will be activated, using existing national and local protocols for multi-agency liaison with police and social care.

Domestic Violence and Abuse

Domestic Violence and Abuse is a significant issue with 7.1% of women and 4.4% of men estimated to have experienced DVA in the last year This policy recognises that both men and women can be victimised through Domestic

Violence and Abuse. Although a greater proportion of women experience all forms of DVA, and are more likely to be seriously injured or killed by their partner, ex-partner

The effects of DVA can be wide-ranging and people experience it regardless of their social group, gender, age, ethnicity, marital status, disability, sexuality or lifestyle. DVA has significant cost and health implications including serious injury, exacerbation of other medical conditions, stress and mental illness.

The legal obligations, which underpin this policy, include the duties within the Human Rights Act (1998), the European Convention on Human Rights to protect life and to protect individuals from inhuman and degrading treatment, and The Care Act (2014), introduced in April 2015, which extended the categories of abuse to include 'domestic violence and abuse', demonstrating a recognition of the significance of DVA and the impact on children of adults at risk. An Adult at Risk definition under the Care Act 2014 is a person aged 18 or over and at risk of abuse or neglect because of their needs for care and support. The person does not need to be receiving any service for the safeguarding duties to apply. The Serious Crime Act (2015) has been added to legislation and describes the offence of controlling or coercive behaviour in an intimate or family relationship. Adults at risk may also be subjected to Domestic Violence and Abuse. The principles contained within this policy must be followed to ensure that adults at risk are protected from harm.

It can be distinguished from other forms of violence, as it is often committed with some degree of approval and/or collusion from family and/or community members.

There is a clear difference between a forced marriage and an arranged marriage. In arranged marriages, the families of both spouses take a leading role in arranging the marriage but the choice of whether to accept the arrangement remains with the young people.

Forced Marriage

In a forced marriage, one or both spouses do not consent to the arrangement of the marriage or in the case of some adults with learning or physical disabilities cannot consent to the marriage, and some elements of duress are involved. Duress can include physical, psychological, financial, sexual and emotional pressure. Forced Marriage is an abuse of human rights and, where a child is involved, an abuse of the rights of the child.

Forced marriage involving anyone under the age of 18 constitutes a form of child abuse. A child who is forced into marriage is likely to suffer Significant Harm through physical, sexual or emotional abuse. Forced marriage can have a negative impact on a child's health and development and can also result in sexual violence including rape. If a child is forced to marry, he or she may be taken abroad for an extended period which could amount to child abduction. In addition, a child in such a situation would be absent from school resulting in the loss of educational opportunities, and possibly also future employment opportunities. Even if the child is not taken abroad, they are likely to be taken out of school to ensure that they do not talk about their situation with their peers.

Vulnerable Adults

The Hive Foundation recognises that there are differences between safeguarding adults and safeguarding children. Adults may choose not to act at all to protect themselves, and it is only in extreme circumstances that the law intervenes. This will often only happen when an adult is assessed to lack capacity in that area, or where the concerns may extend to children, such as when they are living in the same household. This can make the matter of safeguarding adults even more complex. It is not solely focused on creating an appropriate process and system to safeguard. It also needs to consider the importance of creating a culture that embraces the adults themselves, informing and consulting them on all decisions affecting them.

The Care Act recognises 10 categories of abuse that may be experienced by adults.

Self-neglect

This covers a wide range of behaviour, but it can be broadly defined as neglecting to care for one's personal hygiene, health, or surroundings. An example of self-neglect is behaviour such as hoarding.

Modern Slavery

This encompasses slavery, human trafficking, forced labour, and domestic servitude.

Domestic Abuse

This includes psychological, physical, sexual, financial, and emotional abuse perpetrated by anyone within a person's family. It also includes so-called "honour" based violence.

Discriminatory

Discrimination is abusing that centre on a difference or perceived difference, particularly with respect to race, gender, disability, or any of the protected characteristics of the Equality Act.

Organisational

This includes neglect and poor care practice within an institution or specific care setting, such as a hospital or care home, or in relation to care provided in one's own home. Organisational abuse can range from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice because of the structure, policies, processes and practices within an organisation.

Physical

This includes hitting, slapping, pushing, kicking, restraint, and misuse of medication. It can also include inappropriate sanctions.

Sexual

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

Financial or Material

This includes theft, fraud, internet scamming, and coercion in relation to an adult's financial affairs or arrangements, including in connection with

wills, property, inheritance or financial transactions. It can also include the misuse or misappropriation of property, possessions, or benefits.

Neglect and Acts of Omission

This includes ignoring medical or physical care needs and failing to provide access to appropriate health social care or educational services. It also includes the withdrawing of the necessities of life, including medication, adequate nutrition, and heating.

Emotional or Psychological

This includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, or withdrawal from services or supportive networks.

Four Additional Types of Harm

There are four additional types of harm that are not included in The Care Act, but they are also relevant to safeguarding adults.

Cyber Bullying

Cyber bullying occurs when someone repeatedly makes fun of another person online, or repeatedly picks on another person through emails or text messages. It can also involve using online forums with the intention of harming, damaging, humiliating, or isolating another person. It includes various types of bullying, including racist bullying, homophobic bullying, or bullying related to special education needs and disabilities. The main difference is that, instead of the perpetrator carrying out the bullying face-to-face, they use technology to do it.

Forced Marriage

This is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties' consent to the assistance of a third party in identifying a spouse. The Anti-Social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

Mate Crime

A "mate crime" is when "vulnerable people are befriended by members of the community who go on to exploit and take advantage of them" (Safety Network Project, ARC). It may not be an illegal act, but it still has a negative effect on the individual. A mate crime is carried out by someone the adult knows, and it often happens in private. In recent years there have been several Serious Care Reviews relating to people with a learning disability who were seriously harmed, or even murdered, by people who purported to be their friend.

Radicalisation

The aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media.

Who Might Abuse Adults?

Abuse and neglect might be carried out by anyone in contact with adults, even by people employed to provide care.

There may be indicators that adults are experiencing harm from people

within your organisation, such as volunteers, members of staff, or other members of the public. Or they may be experiencing harm from those connected with their life outside your organisation, such as a carer or a spouse.

This may include:

- Spouses, friends, family and neighbours
- People employed to provide care
- Paid staff or professionals
- Volunteers
- Strangers

Six Principles of Adult Safeguarding

Learn the principles set out by The Care Act that underpin the safeguarding of adults.

The Care Act sets out the following principles that should underpin the safeguarding of adults.

Empowerment

People are supported and encouraged to make their own decisions and informed consent.

"I am asked what I want as the outcomes from the safeguarding process, and this directly inform what happens."

Prevention

It is better to act before harm occurs.

"I receive clear and simple information about what abuse is. I know how to recognise the signs, and I know what I can do to seek help."

Proportionality

The least intrusive response appropriate to the risk presented.

"I am sure that the professionals will work in my interest, and they will only get involved as much as is necessary."

Protection

Support and representation for those in greatest need.

"I get help and support to report abuse and neglect. I get help so that I can take part in the safeguarding process to the extent to which I want."

Partnership

Services offer local solutions through working closely with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

"I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me."

Accountability

Accountability and transparency in delivering safeguarding.

"I understand the role of everyone involved in my life and so do they."

If you have any other concerns or are unsure about specific issues you are having, please reference any of the supporting safeguarding documents below.

- Data protection policy
- Early help policy

- E-safety policy
- Health & Safety policy
- Keeping the child at the centre of our work policy
- Lone working policy
- Risk assessment policy
- Safer recruitment policy
- Trips, Transport & Tours Policy
- Internet Usage & Social Media Policy
- Missing Child Procedure
- Left Child Procedure
- Illness & Injury Procedure

Other useful documents

For further information on safeguarding and best practice please see the FA's Grassroots safeguarding children's policies and procedures (working together to safeguard football) A copy is available in the Foundation office. Or alternatively see the Harrow council Harrow Safeguarding Children Guidance (The Green Book)

REMEMBER: NON-ACTION IS NOT AN OPTION IN SAFEGUARDING.

This policy was formally adopted by the committee of The Hive Foundation on: 14th July 2022 (Date)

Andrew Wigley



Senior Safeguarding Manager

2nd July 2024 (Date)

It will be reviewed on an annual basis, with the next review taking place on:

27th May 2025