



DERBY COUNTY
Community Trust

POLICY TITLE: SAFEGUARDING CHILDREN POLICY

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| Policy Lead (Responsible Manager) | Simon Carnall |
| Document prepared by | Paul Newman |
| Document issued by | Paul Newman |
| Sign off date | 29 th January 2018 |
| Effective date | 29 th January 2018 |
| Review date | 29 th January 2019 (or after any major incident, organisational or legislative change) |

Statement of intent

The Board of Trustees at The Derby County Community Trust (The Trust) acknowledges and accepts it has a statutory obligation and responsibility for the wellbeing and safety of all Children and young people who participate in the Trust's activities or utilise The Trust's facilities.

The Trust's Safeguarding Children Policy applies to senior managers and all staff, paid or volunteers, sessional workers, agency staff, interns / students or anyone working on behalf of The Derby County Community Trust and will be given to all adults working with our children and young people.

The welfare of the child is paramount and all adults working at The Trust have a 'duty of care' to safeguard the welfare of children and young people by creating safe environments that protect them from harm, abuse and exploitation. All DCCT staff will be formally training in appropriate and relevant, safeguarding practices and the policy will be supplemented by in-service training and additional guidance.

DCCT are fully committed to the safeguarding and wellbeing all people that engages in any Trust activities.



Signed by Andrew Pilkington, Chair of Derby County Community Trust Dated: 29/01/18

Derby County Football Club is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The Club has systems in place to ensure that the welfare of vulnerable groups is dealt with appropriately and sensitively.

Everyone working at the Club has a duty of care to safeguard the welfare of children and young people by creating an environment that protects them from harm. Our standards of practice ensure all staff are fully aware and understand their responsibilities under safeguarding legislation and statutory guidance.

All staff and volunteers are alert to signs of abuse or maltreatment and will refer concerns to the Designated Safeguarding Lead using the agreed safeguarding procedures.

The Club ensures that all staff that have a direct responsibility for children, young people or vulnerable adults (vulnerable groups) have been subject to the most stringent of recruitment practices which include Enhanced Criminal Record Checks and reference checks.

This Safeguarding Statement will be reviewed on an annual basis.

Mel Morris CBE, Executive Chairman

Dated: 29/01/18

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1.LEGAL FRAMEWORK - RULES AND REGULATIONS

Derby County Community Trust is governed by statute law set out in the Children Acts 1989 and 2004, Working Together to Safeguard Children (2015), Affiliated Football Policy and Procedures, 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 activities of The Trust. The Club also has a responsibility to maintain regular dialogue with the Local Safeguarding Children Board.

SAFEGUARDING CHILDREN POLICY

Derby County Community Trust Safeguarding Children Policy underpins all the activities delivered for the safe participation of Children and Young People. This policy will be reviewed annually or if there is a statutory legislative or organisational change or following any safeguarding incidents, concerns or allegations where the policy is found to be in need of updating to ensure the aims and key principles are still being met. All policy documents, and reviews will be put before the Trust board for approval at the following board meeting.

2.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 The Trust. These are deemed to be regulated and therefore activate the required levels of Criminal Record Checks that are associated.

Children Services Officer – CSO – Responsible for whole of safeguarding across Derby County FC

Designated Safeguarding Officer – DSO – Responsible for safeguarding within Derby County Community Trust

Physical Abuse

A form of abuse which 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.

Non- Mobile Babies

Be extremely cautious if non- mobile babies have suspicious physical marks or bruises and seek advice immediately

Physical Punishment of Children

Section 58 of the Children Act 2004 updates the legislation on physical punishment. It limits the use of the defence of reasonable punishment, therefore any injury sustained by a child which is

serious enough to warrant a charge of assault occasioning actual bodily harm cannot be justified as the result of reasonable punishment.

Child Sexual Abuse

Child 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.

Child sexual exploitation is a form of child abuse. It occurs where anyone under the age of 18 is persuaded, coerced or forced into sexual activity in exchange for, amongst other things, money, drugs/alcohol, gifts, affection or status. Consent is irrelevant, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation does not always involve physical contact and may occur as online abuse.

Victims of CSE can be from any background and can be male and female.

Domestic abuse

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse:

Psychological, Physical, Sexual, Financial, Emotional

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

The definition includes so called 'honour' based violence, Female Genital Mutilation (FGM) and Forced Marriage.

Children and unborn babies may suffer both directly and indirectly if they live in households where there is domestic violence or abuse. Domestic Violence or Abuse is likely to have a damaging effect on their health and development.

Research indicates that other factors such as substance misuse and mental ill health may be more likely to be prevalent where domestic abuse is occurring.

Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) is a form of child abuse and violence against girls and women, a serious public health concern and a breach of their human rights. Protecting girls and women from FGM worldwide is everybody's business.

The World Health Organisation (WHO) defines female genital mutilation as:

“all procedures (not operations) which involve partial or total removal of the external female genitalia or injury to the female genital organs whether for cultural or other non-therapeutic reasons”.

FGM is medically unnecessary, is extremely painful, terrifying and has life threatening physical and serious psychological health consequences both at the time the procedure is carried out and later in life.

It is illegal in the UK to subject a girl or woman to female genital mutilation (FGM), to take a child abroad to undergo FGM or for any person to advise, help or force a girl to inflict FGM on herself. It is also an offence to fail to protect a girl from the risk of FGM, for each person who is responsible for the girl at the time the FGM occurred.

Forced marriage

A forced marriage is a marriage conducted without the full and valid consent of both parties and where duress is a factor. This may include physical, psychological and emotional abuse to force a child, young person or an adult to comply with the marriage.

Forced marriage is an abuse of human rights and a form of domestic abuse. Where it affects children and young people it is child abuse and it can never be justified on religious or cultural grounds.

There is a clear distinction must be made between forced marriage and arranged marriage. In arranged marriages, the families of both spouses take a leading role in choosing the marriage partner, but the choice whether or not to accept the arrangements remains with the individual. Consent must be from both parties.

The Anti-Social Behaviour, Crime and Policing Act (2014) makes it a criminal offence to force someone to marry.

Extremism and Radicalisation

Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups. Extremism is defined as:

“vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.” (HM Government Prevent Strategy).

It is important we all safeguard children, young people and families from extremism. There have been attempts to radicalise vulnerable children and young people to develop extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

Children should be protected from messages of all violent extremism including those linked to Islamist ideologies, or Far Right / Neo Nazi / White Supremacist ideologies, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

Keeping children safe from these risks is a safeguarding matter and should be approached in the same way as safeguarding children from other risks.

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 as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

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

It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

Online Abuse

Child abuse in all its forms is increasingly occurring online. The internet and its range of content and services can be accessed through an ever-developing variety of devices (including PCs, laptops, mobile/smart phones, tablets, games consoles).

The internet has, in particular, become a significant tool in the distribution of child abuse images.

Internet chat rooms and social networking sites can all be used as a means of contacting children with a view to grooming them for inappropriate or abusive relationships. This may include requests to make and transmit indecent images of themselves, or to perform sexual acts live online or to give their mobile phone number and other personal information.

The Serious Crime Act (2015) has introduced an offence of sexual communication with a child. This applies to an adult who communicates with a child and the communication is sexual or if it is intended to elicit from the child a communication which is sexual and the adult reasonably believes the child to be under 16 years of age. The Act also amended the Sex Offences Act 2003 so it is now an offence for an adult to arrange to meet with someone under 16, for the purposes of committing a relevant offence, having communicated with them on just one occasion

Self-Harm

Self-harm is an expression of personal distress, not an illness, and there are many varied reasons for a person to harm him or herself. Self-harm describes a wide range of behaviours that someone does to themselves, usually in a deliberate and private way, and without suicidal intent, resulting in non-fatal injury.

In the majority of cases, self-harm remains a secretive behaviour that can go on for a long time without being discovered. Many children and young people may struggle to express their feelings and will need a supportive response to assist them to explore their feelings and behaviour and the possible outcomes for them.

Self-harm is common, especially among younger people. Approximately 1 in 10 young people report having engaged in self-harm. A wide range of psychiatric problems, such as emerging borderline personality disorder, depression, bipolar disorder, schizophrenia, and disorders related to drug and alcohol use are associated with self-harm. However, many young people will **not** have a mental disorder.

3.AIMS & KEY PRINCIPLES

The aims of The Trust's Safeguarding Children Policy are:

- To safeguard all Children and young people who interact with The Trust.
- To demonstrate best practice in the area of 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 promote high ethical standards throughout The Trust by ensuring Responsible Adults who come in contact with our children and young people provide good role models of behaviour.
- To work in partnership with the local children safeguarding boards, parent Club and internal stakeholders to ensure the safety and wellbeing of all children and young people.

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.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- DCCT will ensure that all children are protected from abuse and exploitation

4. SAFEGUARDING STRUCTURE - DESIGNATED SAFEGUARDING LEAD/OFFICER

The Trust has a Designated Safeguarding Lead (DSL), Paul Newman, who has overall responsibility for the safeguarding of Children at the Derby County Community Trust.

The DSL forms part of Derby County Football Club's safeguarding structure who are committed to working together to offer guidance and support.

The Trust has a Designated Safeguarding Officers (DSO) who have overall responsibility for the safeguarding of children at The Trust. Each head of department has been appropriately trained to for fill this role

The DSO's are the focal point for Safeguarding Children in The Trust and will undertake regular monitoring and risk assessments of activities involving Children, within their designated business areas.

Anybody with a concern about a Child or young person's welfare should contact the DSO direct or their line manager for advice in the first instance – details can be found at the end of this policy.

We will seek to keep children and young people safe by:

- valuing them, listening to and respecting them
- adopting child protection practices through procedures and a code of conduct for staff and volunteers
- developing and implementing an effective e-safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support and training
- recruiting staff and volunteers safely, ensuring all necessary checks are made

- sharing information about child protection and good practice with children, parents, staff and volunteers
- Sharing concerns with agencies who need to know, and involving parents and children appropriately.

5. HUMAN RESOURCES & DISCLOSURE

Recruitment

As part of The Trust'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

Written guidance to Club employees and casual workers who come into contact with Children is provided at induction. The DSO will hold a specific Safeguarding & Safer Working Practice Induction with all new fixed-term, permanent starters and volunteers during which the key elements of the Trust'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. Details of all training qualifications and annual Trust refresher training are retained by the Trust's administration department.

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

All DCCT staff supervising DCCT activity will ensure that the participants, players and parents/guardians/supporters will follow the FA's Respect guidelines and expectations.

All DCCT staff will understand and adhere to the following;

- Staff code of conduct/behaviour policy.
- IT and social network policy.
- Whistle Blowing policy
- Complaints and appeals policy
- Safer Recruitment and Selection policy
- IT and Information Security policy
- NCS - DCCT Safeguarding and Work with Young People Guidance

Work Experience

Derby County Community Trust may from time to time offer work experience placements to young people. The Trust will provide forwardly planned and structured work experience placements. Whilst undertaking work for the Club, those on work experience will not have unsupervised access to Children.

Contractors

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

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

Service Level Agreements / Partnership Agreements

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

6. DISCLOSURE AND BARRING SERVICE

Derby County Football Club is registered with the DBS to carry out Criminal Record Checks on individuals who work for the Club, including The Trust. Enhanced CRCs, plus barred list check where appropriate, enable The Trust to undertake more thorough recruitment and selection procedures for positions involving work with Children.

7. PROCESS FOR DISCLOSURE & BARRING SERVICE CHECKING

New Appointments

All staff that are offered a position which involves working with Children in Regulated Activity will be required to complete a Self-Declaration Form and also 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.

Should a positive CRC be received, a risk assessment will be carried out by the Club Children's Services Officer, Trust Designated Safeguarding Officer/Lead and Senior Manager at The Trust or HR Manager, to assess the information contained within the CRC.

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

REFERRALS

A referral is information about a person. It tells us of concerns that an individual may have harmed a child or vulnerable adult, or put a child or vulnerable adult at risk of harm.

Legal duty to refer: the two conditions that must be met

If you are a regulated activity provider or fall within the category of personnel supplier, you must make a referral when both of the following conditions have been met:

Condition 1

- you withdraw permission for a person to engage in regulated activity with children and/or vulnerable adults. Or you move the person to another area of work that isn't regulated activity.

This includes situations when you would have taken the above action, but the person was re-deployed, resigned, retired, or left. For example, a teacher resigns when an allegation of harm to a student is first made.

Condition 2

You think the person has carried out one of the following:

- engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or vulnerable adult or put them at risk of harm or;
- satisfied the harm test in relation to children and / or vulnerable adults. e.g. there has been no relevant conduct but a risk of harm to a child or vulnerable still exists. Or
- been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence.

The power to refer can be used when an organisation thinks a person has either:

- harmed or poses a risk of harm to a child or vulnerable adult
- has satisfied the harm test; or
- has received a caution or conviction for a relevant offence and;
- the person they're referring is, has or might in future be working in regulated activity and;
- the DBS may consider it appropriate for the person to be added to a barred list

<https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>

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 Trust will still require a further check either by new application or use of the DBS Update service.

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.

8. EQUAL OPPORTUNITIES

Derby County Community Trust is committed to providing equal opportunities to staff and therefore a positive CRC will not necessarily result in a bar from work or volunteering. A copy of the Trust's policy on equal opportunities can be obtained from the Management Team.

9. RATIOS AND SUPERVISION OF CHILDREN

Any Activity undertaken by the Trust will always give full consideration to 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 needs for the group of participants. 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. Advice should be sought from the Children's Services' Officer if unsure.

10. LONE WORKING GUIDANCE

Working 1:1 with children or young people should only happen in exceptional circumstances. When it does happen, staff should request and follow specific guidance from the trust's safeguarding officer.

11. GIFTS & FAVOURITISM

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

The Trust 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 and not based on favouritism.

12. USE OF IMAGES

The Trust takes its guidance on the use of images from guidelines issued by the Local Safeguarding Children Board and The FA:

- Before taking images of Children, parental consent is sought in writing at the start of the financial year or prior to the event or session. Parents/Carers/Guardians are responsible for informing the Trust of any change of circumstances which may affect consent.
- Parents/Carers/Guardians will be informed of how the image will be used. The Trust will not allow an image to be used for something other than that for which it was initially agreed.
- All Children featured in Trust 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 Trust photographers will, where applicable, undertake a DBS check 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 from the Local Safeguarding Children Board.
- The Trust Identification will be worn at all times.
- Children who are under a court order will not have their images published in any Trust document.
- No images of Children featured in Trust 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 Trust officials and are stored safely and securely at the Trust’s premises.
- Any instances of inappropriate images should be reported to a Safeguarding Officer.
- The Trust does not put young peoples’ profiles with images and personal information on its website.

13. TRANSPORT

The Trust has Transport policy and should be followed when Children are being transported on behalf of the Trust. Children shall be accompanied and supervised at all times by the Activity

leader. Only Vehicles and Drivers approved under the Trust's Transport Policy will be used to transport children. Under no circumstances should a member of staff use a private vehicle to convey children engaged on an Activity being delivered by The Trust.

14. TRIPS AND TOURS

- All DCCT staff will understand and adhere to the Trust's Trips and Tours guidance and policy
- All DCCT staff will understand and adhere to the Trust's NCS Trips and Tours guidance and policy

15. MEDICAL

There may be occasions where medical treatment is necessary during an Activity or event. The Trust will ensure a level of medical cover is available during all of its activities including at least one suitably trained Emergency Aider. All relevant and necessary medical information of participants will be treated in confidence but provided to the Event Lead if necessary, e.g. asthmatic participants. Specialist medical advice and further information must be sought when working with children who have special needs or disability.

16. GUIDELINES IN THE EVENT OF CONCERN

Highlighting Concern

Although the Trust 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 a Trust 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 as a result of maternal substance abuse. Once a Child is born, neglect may involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a Child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. 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. Bullying can also take the form of online Cyber bullying where technology and The Internet is used to post or share derogatory comments and/or pictures of children which cause them alarm or distress, in applications or social media.

The Trust 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 the Trust's Safeguarding Officer.

17. RESPONDING TO A REPORT OR SUSPICION

Where possible The Trust DSO or Event Lead should be contacted as early as possible, 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:

Do:

1. Treat any allegations extremely seriously and act at all times towards the Child as if you believe what they are saying, although do not directly say the words “I believe you”.
2. Tell the Child they are right to tell you.
3. Reassure the Child that they are not to blame.
4. be honest about your own position, who you have to tell and why.
5. tell the Child what you are doing and when, and keep them up to date with what is happening.
6. Take further action – you may be the only person in a position to prevent future abuse.
7. 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 Derby County Community Trust within 24 hours of the incident taking place.
- 8 Seek medical advice if necessary.

Don't:

- make promises you cannot keep.
- interrogate the Child – it is not your job to carry out an investigation – this will be up to the Police and Children’s Social Care, 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 Safeguarding Officer 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 the Trust DSO or Club CSO immediately, they will know how to follow this up and where to go for further advice.

Annex: Procedures for Responding to a Report or Suspicion

Incident Report Form

18. RECORDING ALLEGATIONS OR SUSPICIONS

The Trust DSO will immediately report any allegation to the CSO, who will ask for a written factual statement from the person making the report. An Incident Report Form must be completed and submitted within 24 hours to the Trust DSO or Club CSO.

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

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

Investigations into possible abuse will require careful management. In these cases, the CSO will first seek the advice of the 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 Trust must provide a report to the Derby County Community Trust's Trustees.

The Club CSO will also inform the FA Safeguarding Case Management Team and The Football League in writing as required under the Affiliated Football policy and procedures using the appropriate notification form.

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

19. SPECIFIC INFORMATION REGARDING ALLEGATIONS AGAINST MEMBERS OF STAFF

If the report involves an allegation about any member of staff (whether full time, part time, paid, unpaid, contracted, engaged, voluntary etc.) and the Derby County Community Trust 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 CSO or Trustees 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 CSO or Trustees are unsure as to whether the report meets the criteria stated above, the advice of the LADO shall still be sought.

The Club CSO will also inform the FA Safeguarding Case Management Team and The Football League in writing as required under the Affiliated Football policy and procedures using the appropriate notification form.

The member of staff in question may be asked to write a brief report, as may any other person that is deemed to have an involvement in the allegation. This process would only be carried out once the advice of the above mentioned external bodies and The FA Case Management Team had been sought and only then in consultation with the CSO or Board of Trustees. Providing it

does not contradict with any advice received from the LADO or the FA, any internal investigation will be carried out in line with the Trust's Disciplinary Policy and either general or Grievance Procedures, as applicable.

The Club CSO will also consult with The FA Safeguarding Case Management Team and The Football League under the Affiliated Football policy and procedures.

20. CONFIDENTIALITY

There is always tension and caution around issues of confidentiality. The advice for all staff at Derby County Community Trust is that no guarantee of confidentiality can be given to a Child (although this does not necessarily mean that the parents / carers have to 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.

There are actions which staff have to 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 Derby County Community Trust Safeguarding Officer. The key issue is that the welfare of the Child is protected.

21. KEY CONTACTS

CLUB CHILDREN'S SERVICES OFFICER:

Simon Ord

Safeguarding Children Mobile: 07876658624

Safeguarding Email: simon.ord@fdcfc.co.uk

DESIGNATED SAFEGUARDING LEAD:

Paul Newman

Safeguarding Children Mobile: 0780 391695

Safeguarding Email: paul.newman@dcct.co.uk

EXTERNAL LOCAL CONTACT DETAILS

Derby Council,

Derby Safeguarding Children Board,

Key Contact: Mandy MacDonald, Derby City Council's Child Protection Manager 01332 641172

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

NSPCC SMS: 88858

EXTERNAL RESOURCES

FA Safeguarding Children Guidelines:

<http://www.thefa.com/TheFA/WhatWeDo/FootballSafe/Downloads>

Information Sharing Guidance for Managers and Practitioners:

<http://www.education.gov.uk/publications/standard/publicationdetail/page1/DCSF-00807-2008>

Working Together to Safeguard Children:

<http://www.education.gov.uk/publications/standard/publicationdetail/page1/DCSF-00305-2010>

DATE AND REVIEW

This policy is applicable to season 2016/17 and is under constant review. A revised policy will be drafted in June 2017 for use in the following season.

Sources of further information and advice:

<http://www.legislation.gov.uk/ukpga/1974/37/contents>

<http://www.legislation.gov.uk/ukpga/1998/29/contents>

<http://www.legislation.gov.uk/ukpga/2006/47/section/2>

<http://www.legislation.gov.uk/ukpga/2010/15/contents>

<http://www.legislation.gov.uk/ukpga/2012/9/contents/enacted>

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

<http://www.legislation.gov.uk/ukpga/1989/41/contents>

<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>

<http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>

<http://www.nhs.uk/conditions/social-care-and-support-guide/pages/vulnerable-people-abuse-safeguarding.aspx>

<http://www.forwarduk.org.uk/>

<https://www.ceop.police.uk/>

Appendix 1

DCCT SAFEGUARDING REPORTING FLOW CHART

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- A child/vulnerable adult indicates that they wish to disclose something and you (DCCT employee/volunteer) feel that there is cause for concern, including current and/or historical abuse.



- Take **IMMEDIATE** action to safeguard the child/vulnerable adult if the situation is dangerous and ensure medical attention is if necessary



- If a child/vulnerable adult wants to confide in you, keep the child the focus of the discussion.



- DO; listen carefully and make accurate notes using the child/vulnerable adult's own words. Tell the child/vulnerable adult that they were right to have shared with you. Ensure that you inform the DSL/DSO as soon as possible



-
- DO; use the '5W model' if you need to ask open questions for clarification; who, where, why, what, when?



- DO NOT; ask leading questions, use your own words to describe events, further investigate or promise confidentiality.



- Compete and submit the DCCT Disclosure Form to the DSL/DSO within **24 HOURS** (refer to the Safeguarding/vulnerable adults policy for guidance). If out of hour, and guidance is required, utilize the local authority contact points found in the DCCT safeguarding folder.

Paul Newman – Designated Safeguarding Lead DCCT

07890 391695

Paul.newman@dcct.co.uk