



THE LEEDS UNITED FOUNDATION

SAFEGUARDING POLICY AND

PROCEDURE

Safeguarding Children, Young People and Adults at Risk

Version 3.0 2023

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Document Control

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Review and approvals

This document requires the following approvals:

Name	Signature	Title	Date of issue
Board	See minutes	Board Approval	20/09/23

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Glossary

Adult at Risk	Any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and or support.
CCO	Club Community Organisation
CEO	Chief Executive Officer
Children	Any child or young person under 18 years of age (or under 25 with a disability)
CPD	Continuous Professional Development
CPSU	Child Protection in Sport Unit
CRC	Criminal Record Checks
CYP	Children and Young People
DfE	Department for Education
DBS	Disclosure and Barring Service
DSO	Designated Safeguarding Officer
EFL	English Football League
FGM	Female Genital Mutilation
FMU	Forced Marriage Unit
HBV	Honour Based Violence
KCSE	Keeping Children Safe in Education
LADO	Local Authority Designated Officer
LUFC	Leeds United Football Club
LSAB	Leeds Safeguarding Adults Board
LSCP	Leeds Safeguarding Children Partnership
NCS	National Citizen Service Programme
NSPCC	National Society for the Prevention of Cruelty to Children
SSM	Senior Safeguarding Manager
SLA	Service level Agreement
Staff	Paid Staff and volunteers
The FA	The Football Association
WRCFA	West Riding County Football Association

1.0 Introduction

1.1 Support from the CEO

The Leeds United Foundation (the Foundation) recognises the importance of high standards of safety and welfare of all participants who come within the care of the Foundation. This includes children, young people and adults at risk who participate in The Leeds United Foundation projects.

Those we serve through the Foundation may be vulnerable to abuse. It is vital that we understand how to recognise, act and prevent such abuse or opportunities for such abuse.

We continuously work to ensure that all Children/Young People and adults at risk, whatever their age, culture, ability, gender, language, racial origin, religious belief or sexual identity have the right to protection from abuse.

The Leeds United Foundation has established this policy and procedure to deliver the safeguarding aims of Leeds United, which are:

- To promote and prioritise the safety and wellbeing of children / young people and adults at risk.
- To ensure everyone understands their roles and responsibilities in respect of safeguarding and have access to appropriate learning opportunities to enhance their knowledge of safeguarding – both identification of abuse and the reporting processes should there be a cause for concern.
- To ensure support is provided to any person who raises or discloses concerns.
- To ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- To ensure that appropriate people are employed by and volunteer with the Club.

This policy applies to all Leeds United Foundation staff, management, volunteers and Trustees, temporary or permanent and recognises that Safeguarding is everyone's business. The key principles are applicable to all services and activities delivered or commissioned by the Foundation.

The Leeds United Foundation will ensure that all staff are familiar with the safeguarding policy and procedures, and are employed through a thorough safer recruitment policy

Safeguarding is everybody's responsibility.

John Mallalieu
Chief Executive Officer
The Leeds United Foundation

1.2 Support from the Management Board

The Leeds United Foundation and its partners are serious about our important role in safeguarding children, young people and adults at risk.

We proactively work alongside Leeds United Football Club and the Premier League Community Foundation (PLCF) safeguarding team to safeguard the welfare of vulnerable groups by creating and sustaining a culture where the reporting concerns or issues is encouraged and embedded and where people know that these reports will be followed up effectively and dealt with appropriately.

Staff are trained and continually supported completing all safeguarding training as recommended by the PLCF, Football Association and as roles are developed we ensure that their skills and knowledge are up to date and take account of the latest developments in safeguarding legislation, policy and process.

Our staff understand that safeguarding is everyone's responsibility, and they are trained to be vigilant and be aware of the signs and indicators of abuse and harm.

They are committed to doing everything they can to protect children, young people, and adults at risk, attending any of our programme activities. They will act in the best interests of our client groups at all times and develop trusted working relationships that provide helpful support and advice to families, parents and carers.

We are determined through our work as a Foundation to be a positive influence on the lives of the people we support and help to improve their outcomes. The voice and influence of children, young people and adults at risk is critical to the success of this work and our staff will engage in quality conversations with them, listen to their views, and identify and provide support for their emerging needs.

Shaid Mahmood

Trustee with responsibility for safeguarding

The Leeds United Foundation

1.3 Policy Statement

The Leeds United Foundation is the Charitable arm of LUFC which delivers programmes that nurture the relationship between the club, fans and the community, with the objective of helping children, young people, adults and the elderly, every day: Making lives better, here for our communities.

As such, the safeguarding of children, young people and adults at risk is paramount and forms the foundations of delivering our programmes. This policy and procedure has been developed as a reference and tool to be used by all staff, volunteers, sessional workers, participants, trustees and board members.

It is developed to complement the main LUFC Safeguarding Policy and Procedure which has the purpose of outlining the duty and responsibility of all Leeds United employees and should therefore not be read in isolation.

1.4 Aims/objectives

The aims for the Safeguarding Policy and Procedure are:

- To promote and prioritise the safety and wellbeing of children / young people and adults at risk, through a comprehensive staff training programme and safeguarding policy and procedure that is reviewed and updated appropriately.
- To ensure everyone understands their roles and responsibilities in respect of safeguarding and have access to appropriate learning opportunities to enhance their knowledge of safeguarding – both identification of abuse and the reporting processes should there be a cause for concern. This will be achieved through the inclusion of safeguarding within appraisals and mentoring as well as planned training sessions on relevant issues. Feedback on the sessions will be collated and learning points identified.
- To ensure appropriate action is taken in the event of concerns being identified, and to ensure support is provided to the person who raises or discloses the concern, through a clear safeguarding network and reporting process.
- To ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored. A central register is kept by the Head of Safeguarding and DSO.
- To ensure that appropriate people are employed by The Leeds United Foundation, through the implementation of a safer recruitment policy.

The objective of the policy and procedure is to recognise that the welfare and interests of children and adults at risk are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, gender or sexual orientation, socio-economic background, all children and adults at risk:

- Have a positive and enjoyable experience attending activities organised by The Leeds United Foundation in a safe and person-centred environment. Feedback will be collected from participants that will be used to inform future sessions.
- Are protected from abuse.
- Are listened to and supported should a cause for concern be expressed.

Abuse can affect anyone regardless of whether they are a child, young person, or adult at risk and it's important to look out for the welfare of everyone and speak up if something doesn't sit quite right. If you are concerned that a child, young person or adult at risk, is at risk of, or is experiencing abuse or neglect then follow the procedure set out within this document.

1.5 Monitoring and review process

The policy will be reviewed annually, or in the following circumstances:

- Changes in legislation and/or government guidance
- As required by the Local Safeguarding Children Board (LSCP) or Adults Board (LSAB), UK Sport, West Riding County FA, Premier League and Football League
- As a result of any other significant change or event.
- A new activity or service involving contact with children or adults at risk is implemented

The Policy and Procedure will be reviewed by the Head of Safeguarding who is the member of staff with responsibility for Safeguarding.

The safeguarding Policy and Procedure should be checked against the online section 11 audit tool to ensure compliance with the latest legislation:

<https://www.leedsscp.org.uk/Practitioners/Section-11/Online-Section-11-audit>

A quarterly safeguarding report is presented to the Board which includes:

- Proposed amendments to the Policy and Procedure following the annual review.
- Anonymised report showing safeguarding concerns and outcomes.
- Results of any mystery visits to sessions.
- Results of audits and actions following the audit

The Safeguarding Policy and Procedure is also included in the annual staff appraisals to ensure all staff are aware of the document and what it means to their role. This will also allow staff to feedback on any areas of concern or potential improvements to the policy.

2.0 References

Guidance for this document has been taken from information provided by the following organisations:

2.1 The Child Protection in Sport Unit (CPSU/NSPCC)

The Child Protection in Sport Unit (CPSU) is a partnership between the NSPCC, Sport England, Sport Northern Ireland and Sport Wales.

The Unit was founded in 2001 to work with UK Sports Councils, National Governing Bodies (NGBs), County Sports Partnerships (CSPs) and other organisations to help them minimise the risk of child abuse during sporting activities.

This followed a series of high-profile cases of abuse of young athletes by those in positions of trust such as coaches in the sports.

The CPSU mission is to build the capacity of sports to safeguard children and young people in and through sport and to enable sports organisations to lead the way in keeping children safe from harm.

Further details regarding the CPSU and advice for establishing and updating safeguarding policies and practices in sport can be found at: <https://thecpsu.org.uk/>

2.2 EFL Guidance to Member Clubs and Community Trust (2017)

The English Football League (EFL) has been working closely with both the Premier League and the Football Association (FA) to produce a document on 'Safeguarding Children and Young People - Guidance to Member Clubs and Community Trusts 2017.'

The document has recently been revised to take account of the changes in legislation since the last publication. In addition, the EFL promotes safe recruitment practices in line with Keeping Children Safe in Education (KCSIE 2017).

The EFL requires all of its member Clubs and Community Trusts to follow this guidance, which also endorses and promotes the Affiliated Football's Safeguarding Policy and Procedures,

with the object of ensuring that we have a proactive and integrated approach to safeguarding consistent across Football.

It recognises that professional Clubs and Community Trusts have a duty of care to all Children who participate in their activities, and it outlines the arrangements Clubs and Community Trusts must have in place to meet that duty.

Areas covered by the document include:

- Clear lines of accountability
- A clear Statement of the club's commitment and responsibilities towards Safeguarding children
- Safe recruitment procedures for Club staff and commissioned or contracted providers.
- Induction and training on safeguarding and promoting the welfare of Children for all staff working, or in contact, with Children.
- Professional Development opportunities must take account of the need to safeguard and promote welfare
- Effective inter-agency working to safeguard and promote the welfare of Children,

Further information can be found on: <https://www.efl.com/siteassets/efl-documents/efl-guidance-to-member-clubs--trusts---safeguarding-children-and-young-p....pdf>

2.3 Section 11 of the Children Act (1989 and 2014)

Section 11 of the Children Act 2004 places duties on a range of organisations and individuals, including voluntary and private sector organisations to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children.

Organisations should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children, including:

- A clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children.
- A senior board level lead to take leadership responsibility for the organisation's safeguarding arrangements.
- A culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services.
- Arrangements which set out clearly the processes for sharing information, with other professionals and with the Local Safeguarding Children Board (LSCP).
- A designated professional lead for safeguarding.
- Safe recruitment practices for individuals whom the organisation will permit to work regularly with children, including policies on when to obtain a criminal record check.
- Appropriate supervision and support for staff, including undertaking safeguarding training.
- Employers are responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role.

- Staff should be given a mandatory induction, which includes familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child's safety or welfare.
- All professionals should have regular reviews of their own practice to ensure they improve over time.
- Clear policies in line with those from the LSCP for dealing with allegations against people who work with children.
- Any allegation should be reported immediately to a senior manager within the organisation. The Local Authority Designated Officer (notification form in appendix 6.6) should also be informed within one working day of all allegations that come to an employer's attention or that are made directly to the police: and
- If an organisation removes an individual (paid worker or unpaid volunteer) from work such as looking after children (or would have, had the person not left first) because the person poses a risk of harm to children, the organisation must make a referral to the Disclosure and Barring

2.4 Ann Craft Trust

The Ann Craft Trust (ACT) is a national charity which exists to minimise the risk of abuse of disabled children and adults at risk. Through pioneering training, practice reviews and contributing to world-leading research, they support organisations to safeguard disabled children and adults at risk and minimise the risk of harm.

A particular area covered and partly funded by Sport England is the safeguarding of adults at risk in sport.

2.5 Leeds Safeguarding Children Partnership

Leeds Safeguarding Children Partnership (LSCP) is independently chaired and consists of three key agencies who collectively hold statutory responsibilities for safeguarding: the Local Authority (through Children and Families), Health (through NHS Leeds CCG Partnership) and West Yorkshire Police.

The LSCP's objectives are to:

- Co-ordinate local work undertaken by all agencies and individuals to safeguard and promote the welfare of children and young people
- Ensure the effectiveness of that work.

3.0 Safeguarding Children and Young People

3.1 Legislation

The responsibilities for the safeguarding of children and young people are primarily established by:

The Education Act 2002

Working Together to Safeguard Children 2018 (updated July 2022)

The Children Act 1989 and 2004

Keeping Children Safe in Education (updated June for rollout September 2023)

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Modern Slavery Act 2015

Counter Terrorism and Security Act 2015

Private Fostering Regulations 2005

Female Genital Mutilation Act 2003

General Data Protection Regulations 2018

SEND Code of practice guidance 2015

Protection of Freedoms Act 2012

3.2 Definition

The abuse of children and young people is defined as:

“A form of maltreatment; somebody may abuse or neglect by inflicting harm or failing to act to prevent harm. Children may be abused in a family, in an institutional or community setting by those known to them or, more rarely by others. They may be abused by an adult or adults, another child or children”

(Glossary, Working Together to Safeguard Children, 2018)

A child or young person is defined as someone who has not yet reached their 18th birthday. This status is not changed in any circumstances, such as living independently or working in the armed forces, being in further education or in hospital.

Safeguarding children is defined by the NSPCC as:

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

Safeguarding means:

- *protecting children from abuse and maltreatment*
- *preventing harm to children’s health or development (incl mental health)*
- *ensuring children grow up with the provision of safe and effective care*
- *taking action to enable all children and young people to have the best outcomes.*

3.3 Affiliated Football safeguarding children policy statement

'Every child or young person, defined as any person under the age of 18, who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of everyone involved in football. Football recognises its responsibility to safeguard the welfare of all children and young people by seeking to protect them from physical, sexual or emotional harm and from neglect or bullying. Affiliated football is therefore committed to working to provide a safe environment for all children and young people to participate in the sport to the best of their abilities, whether involved in grassroots or professional football.'

3.4 Children with Special Educational Needs and Disabilities

Leeds United Foundation will make sure that all children, young people and adults at risk have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

In line with the SEND Code of practice 2015 Government guidance, the club will work with other providers to ensure that SEND children and young people will get the best experience that can be offered.

3.5 Types of abuse

There are four different categories of abuse:

Physical abuse

Actual or likely physical injury to a child, or failure to prevent physical injury or suffering to a child. May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Actual or likely severe adverse effect on the emotional, cognitive or behavioural development of a child caused by persistent or severe ill-treatment or rejection. All abuse involves some emotional ill-treatment. This category should only be used where it is the main or sole form of abuse.

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may include imposing unrealistic expectations on children which do not relate to their age or stage of development.

Sexual abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and

touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse can be perpetrated by adult males, women or other children.

Neglect

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

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

Further forms of abuse can include:

Child sexual exploitation

A form of Child sexual abuse. It occurs where an individual or groups of people take advantage of an imbalance of power to coerce, manipulate or deceive a Child into sexual activity in exchange for something the victim needs or wants and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may be sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also take place through the use of technology.

child-on-child abuse

Children and young people can be taken advantage of or harmed by adults and by other Children. child-on child abuse is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between Children and within Children's relationships (both intimate and non- intimate).

Grooming

Grooming is defined as developing the trust of an individual and/or their family for the purposes of sexual abuse, sexual exploitation or trafficking. Grooming can happen both online and in person.

Radicalisation

The process by which a person comes to support terrorism and forms of extremism leading to terrorism. Anybody from any background can become radicalised. The grooming of children

and/or adults at risk for the purposes of involvement in extremist activity is a serious safeguarding issue.

Female genital mutilation (FGM)

Involves procedures that intentionally alter or injure female genital organs for non-medical reasons. The procedure has no health benefits for girls and women. The Female Genital Mutilation Act makes it illegal to practise FGM in the UK or to take girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in another country.

Bullying

Repeated behaviour intended to intimidate or upset someone and/or make them feel uncomfortable or unsafe, for example, name calling, exclusion or isolation, spreading rumours, embarrassing someone in public or in front of their peers, threatening to cause harm, physically hurting someone or damaging their possessions.

Cyberbullying

The use of technology to harass, threaten, embarrass, humiliate, spread rumours or target another person. By definition, it occurs among Children. When an adult is the victim, it may meet the definition of cyber harassment or cyberstalking.

Bullying as a result of any form of discrimination

Bullying because of discrimination occurs when motivated by a prejudice against certain people or groups of people. This may be because of an individual's ethnic origin, colour, nationality, race, religion or belief, gender, gender reassignment, sexual orientation or disability. Actions may include unfair or less favourable treatment, culturally insensitive comments, insults and 'banter'.

Poor practice

This is behaviour that falls short of abuse but is nevertheless unacceptable. It is essential that poor practice is challenged and reported even where there is a belief that the motives of an individual are well meaning. Failure to challenge poor practice can lead to an environment where abuse is more likely to remain unnoticed. Incidents of poor practice occur when the needs of the child and/or adult at risk are not afforded the necessary priority compromising their welfare, for example, allowing abusive or concerning practices to go unreported, placing them in potentially compromising and uncomfortable situations, failing to ensure their safety, ignoring health and safety guidelines, giving continued and unnecessary preferential treatment to individuals.

Hazing

Any rituals, initiation activities, action or situation, with or without consent, which recklessly, intentionally or unintentionally endangers the physical or emotional well-being of Vulnerable Groups.

Infatuations

Vulnerable Groups may develop an infatuation with a member of Staff who works with them. Such situations should be handled sensitively to maintain the dignity and safety of all concerned. Staff should be aware, that in such circumstances, there is a high risk that words or actions may be misinterpreted and that allegations could be made against Staff. Staff should therefore ensure that their own behaviour is above reproach. A member of Staff who becomes

aware that a Child or Adult at Risk may be infatuated with him/ her, or with a colleague, should discuss this at the earliest opportunity with the Designated Safeguarding Officer (or the Head of Safeguarding in his/her absence).

Domestic violence

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged sixteen or over, who are or have been intimate with partners or family members regardless of gender or sexuality. This can encompass but is not limited to psychological, physical, sexual, financial, emotional abuse and so-called 'honour' based violence.

Domestic abuse can be psychological, physical, sexual, financial, or emotional and can impact on children through seeing, hearing or experiencing the effects of domestic abuse and/or experiencing it through their own intimate relationships.

Fabricated or induced illness

Fabricated or Induced Illness is easiest understood as illness in a child which is fabricated by a parent or person in loco parentis. The child is often presented for medical assessment and care, usually persistently, often resulting in multiple medical procedures. Acute symptoms and signs of illness cease when the child is separated from the perpetrator.

Forced Marriage

A marriage in which one or both spouses do not (or in the case of some adults with learning or physical disabilities or children, cannot) consent to the marriage and duress is involved. Duress can include physical, psychological, financial and sexual pressure. A Forced Marriage is different from an arranged marriage, which is a marriage entered into freely by both parties, although their families take a leading role in the choice of partner. The Anti-social Behaviour, Crime and Policing Act 2014 made it a criminal offence (which can result in a sentence of up to 7 years in prison) to force someone to marry.

Private fostering

A privately fostered child is a child under 16 (or 18 if disabled) who is cared for by an adult who is not a parent or close relative where the child is to be cared for in that home for 28 days or more. Close relative is defined as "a grandparent, brother, sister, uncle or aunt (whether of the full blood or half blood or by marriage or civil partnership) or step-parent". A child who is Looked After by a local authority or placed in a children's home, hospital or school is excluded from the definition. In a private fostering arrangement, the parent still holds Parental Responsibility and agrees the arrangement with the private foster carer. A child (as per definition above) placed with a host family for 28 days or more is in a private fostering arrangement and therefore the club will work with host families and should inform and work with the local authority ensuring that they meet legislative and local procedural requirements and ensure the DSO is aware.

County Lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of "deal line". They are likely to exploit children and adults at risk to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons. Child Criminal Exploitation is common in county lines and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal

Exploitation does not always involve physical contact; it can also occur through the use of technology. Criminal exploitation of children is broader than just county lines, and includes for instance children forced to work on cannabis farms or to commit theft.

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

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

- Refusal to remove clothing for normal activities or keeping covered up in warm weather.
- The child appears not to trust particular adults, a parent or coach with whom she or he would be expected to have, or once had, a close relationship.
- An inability to make close friends.
- Inappropriate sexual awareness or behaviours for the child's age.

The above points are intended to be of assistance to those who come into contact with Children/Young People. These should not be taken as a comprehensive guide, similarly the presence of one or more factors does not prove that a child has been abused. However, these factors may indicate further investigation is needed - by the appropriate trained person in conjunction with official agencies. Staff and volunteers need to be aware that Children/Young People who have suffered from abuse (e.g., sexual) may engage in similar behaviour with their peer groups.

When abuse of a child is alleged to have been carried out by another child or young person it is important that the safeguarding procedures as laid down by The Leeds United Foundation are followed in respect of both the victim and the alleged juvenile perpetrator.

Staff and volunteers should be aware that the presence of an indication of abuse is not proof that abuse is actually taking place.

It is not the responsibility of staff or volunteers to decide that child abuse is occurring, but it is their responsibility to follow through, according to the set procedures, any concerns they may have.

3.6 Mental Health Awareness

According to the NSPCC, 'mental health is as important to a child's safety and wellbeing as their physical health. It can impact on all aspects of their life, including their educational attainment, relationships and physical wellbeing. Mental health can also change over time, to varying degrees of seriousness, and for different reasons.

45% of all Childline counselling sessions in 2018/19 related to mental or emotional health and wellbeing (NSPCC, 2019a).

Negative experiences such as abuse and neglect can adversely impact a child's mental health. Mental health issues can also sometimes lead to safeguarding and child protection issues, for example if a child's mental health begins to put them or other people at risk of harm. '

Therefore, the Foundation has developed a Mental Health and Wellbeing Plan that incorporates the reporting of mental health issues on to the My Concern portal, allowing the safeguarding team to assess issues as they arise.

Staff receive mental health awareness training as part of the Foundation's safeguarding training planner and all reports are overseen by the Head of Safeguarding.

4.0 Safeguarding Adults at Risk

4.1 Legislation

The statutory responsibility to safeguard adults is established by the Care Act 2014. The Act introduced legislation to protect and support people who need it most, prioritising their wellbeing, needs and goals.

4.2 Definition

The term 'Adult at Risk' is now more commonly used in place of 'Vulnerable Adult', as 'Vulnerable Adult' may wrongly imply that some of the fault for the abuse lies with the victim.

The Care Act 2014 defines an adult at risk as:

- Someone over the age of 18 who has a need for care and support (whether or not those needs are being met).
- Someone who is experiencing or is at risk of neglect or abuse.

As a result of the above needs, the adult is unable to protect himself or herself against the abuse or neglect, or the risk of it.

4.3 Types of abuse

The abuse of adults at risk can take many forms, including:

Physical Abuse

This includes assault, hitting, slapping, pushing, and misuse of medication, restraint or inappropriate physical sanctions

Sexual Abuse

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

Psychological or Emotional Abuse

This includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks

Neglect or Acts of Omission

This includes ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Financial Abuse

Financial and material abuse is a crime. It is the use of a person's property, assets, income, funds or any resources without their informed consent or authorisation. It includes theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Organisational Abuse

The abuse resulting from the manner in which a service is provided. It includes poor practice within an institution or specific care setting such as a hospital or care home, or in relation to care provided in one's own home. This may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Domestic Abuse

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. Also including 'honour-based' violence, forced marriage and female genital mutilation.

Modern Slavery

Modern slavery encompasses slavery, human trafficking, forced labour, domestic servitude and traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Self-Neglect

This covers a wide range of behaviour such as neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as collecting possession in large amounts.

Discriminatory

Discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act. This could be the harassing of a club member because they are or are perceived to be transgender.

4.5 Further Types of Abuse

Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues relating to children and adults at risk. Academy staff and volunteers can access government guidance as required on the issues listed below via www.gov.uk and other government websites:

- Children missing education
- Child missing from home or care
- Drugs
- Faith abuse
- Gangs and youth violence
- Gender-based violence / violence against women and girls (VAWG)

- Hate
- Honour based violence
- Mental health
- Mate crime
- Missing children and adults
- Preventing radicalisation
- Radicalisation
- Relationship abuse
- Sexting
- Trafficking

Further information can also be found in the Leeds City Council 'one-minute guides' produced by Children's Services: [One minute guides \(leeds.gov.uk\)](https://www.leeds.gov.uk/one-minute-guides)

Staff and volunteers working with children are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the best interests of the child.

4.6 PREVENT

The Government's Prevent Strategy 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. We also include in our definition of extremism calls for the death of members of our armed forces".

The Leeds United Foundation takes the Government Prevent Strategy seriously. In an effort to safeguard our participants and ensure they are able to live in circumstances consistent with the provision of safe and effective care we have taken action to enable vulnerable children to have optimum life chances. Our policy will ensure;

- Staff are aware of the Prevent strategy and the dangers of Radicalisation and Extremism.
- All staff are Prevent trained to an appropriate level (Channel online Awareness course and WRAP3).
- The promotion of these British values to our participants is embedded into our programmes.
- An environment that fosters healthy debate and secular views is encouraged.
- Staff are able and willing to challenge radical or extremist comments.

Leeds United defines British Values as values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. Our policies and practice reflect the fundamental rule of inclusion and equality for all. We respect our player's opinions and value each child's uniqueness. We promote fair play and hold our Codes of Conduct in high regard to protect the sanctity and safety of our environment.

There are a number of behaviours which may indicate a child is at risk of being radicalised or exposed to extreme views. These include:

- Spending increasing time in the company of other suspected extremists.
- Changing their style of dress or personal appearance to accord with the group.

- Day-to-day behaviour becoming increasingly centred on an extremist ideology, group or cause.
- Loss of interest in other friends and activities not associated with the extremist ideology, group or cause.
- Possession of materials or symbols associated with an extremist cause.
- Attempts to recruit others to the group/cause.
- Communications with others that suggests identification with a group, cause or ideology.
- Using insulting or derogatory names for another group.
- Increase in prejudice-related incidents committed by that person – these may include:
 - Physical or verbal assault
 - Provocative behaviour
 - Damage to property
 - Derogatory name calling
 - Possession of prejudice related materials
 - Prejudice related ridicule or name calling
 - Inappropriate forms of address
 - Refusal to co-operate
 - Attempts to recruit to prejudice related organisation
 - Condoning or supporting violence towards others

Should any member of staff be concerned that signs of radicalisation and extremism have been identified, then they should report this to the DSO. Where it is recognised that an individual (child or adult) is indeed at risk of radicalisation and involvement in extremist activity, a referral should be made to the local authority's Prevent team through the DSO. If as part of this identification a child or young person is put at risk (either through their own direct involvement or that of someone else e.g., parent / carer), the DSO should share their concerns with the Duty and Advice team (children's or adult safeguarding team) to discuss further.

If the referral progresses and it is assessed that there is a genuine risk of radicalisation, the case is considered by a multi-agency 'Channel Panel' of safeguarding professionals who collectively assess the risk to a person and decide on a tailored package of support that can be offered to the person to help them move away from harmful activity. The Channel panel is chaired by the local authority and includes a variety of partners such as the police, children's services, social services, education professionals and mental health care professionals.

The Leeds City Council Prevent team can be contacted at: prevent@leeds.gov.uk or 0113 535 0810.

The West Yorkshire Police Prevent team can also be contacted on 0113 241 3386

5.0 General information

5.1 Responsibilities and accountabilities

All members of The Leeds United Foundation staff and volunteers share in the responsibility for the protection of children / Young People and Adults at Risk. All members of The Leeds United Foundation staff and volunteers must know who the Designated Safeguarding Officer is and what they are required to do if they detect any cause for concern, or if they suspect that abuse is taking place.

All staff and volunteers must:

- Be familiar with the safeguarding policy and procedure.
- Be familiar with, and follow the operational procedures and protocols for safeguarding children / young people and adults at risk; and
- Know who to contact and how to raise concerns. Any causes for concern should be reported to the Designated Safeguarding Officer, who will be appropriately trained to work within the LCSB and LASB procedures.

All participants will have access to an independent person for advice and will be informed about national and local telephone helpline numbers.

5.2 Governance structure

5.2.1 Trustee with Responsibility for Safeguarding

A Trustee with responsibility for safeguarding will be appointed from the Board of Trustees and have designated responsibility for Safeguarding at a strategic level. Any concerns raised will be brought to the attention of the Trustee with responsibility for safeguarding through regular meetings and as a matter of urgency when the concerns are serious. The DSO and relevant senior staff will be notified of the appointment and given direct access to the Trustee with responsibility for safeguarding to report any concerns.

The Trustee with responsibility for safeguarding will be required to undertake safeguarding training appropriate to their role a minimum of every two years and receive at least annual updates on developments in the field.

The Trustee with responsibility for safeguarding is required to be responsible for:

- Supporting staff, including the Head of Safeguarding, who make their own referrals.
- Liaising with the case manager/LADO regarding allegations where relevant.

The Trustee with Responsibility for Safeguarding is: Shaid Mahmood

5.2.2 Head of Safeguarding

To provide effective CCO-wide strategic leadership and management with a clear sense of direction and purpose that assists the Club to develop and deliver its safeguarding strategy, vision, values, priorities, policies and aims to promote and protect the welfare of vulnerable groups.

The Head of Safeguarding will have the overall responsibility for safeguarding within the club, Foundation, Academy, match day and Women's sections. In addition to specific safeguarding duties for LUFC, this will include:

- a) Ensure compliance with statutory obligations under relevant legislation and the Premier League's safeguarding Rules by providing robust and evaluative evidence.
- b) Work closely with and report on a regular basis to the Club & Foundation senior management lead for safeguarding.
- c) Work closely with HR and heads of departments to develop and implement safer recruitment and induction practices across the organisation.
- d) Continuously work to maintain, embed and improve the Club and Foundation's safeguarding provision ensuring the highest standards for safeguarding vulnerable groups.
- e) Manage the development, implementation, promotion and review of the Club and Foundation's safeguarding vulnerable group policies, practices and good practice guidelines.
- f) Named lead member of staff to manage safeguarding incidents, concerns and allegations.
- g) To support the DSOs in carrying out their role.

The Head of Safeguarding is Helen Evans:

Email: helen.evans@leedsunited.com

Phone: 07425 640576

5.2.3 Designated Safeguarding Officers (DSO)

The DSO will provide a lead for safeguarding within the Foundation. The DSOs are responsible for ensuring that the Club has in place safeguarding policies as well as procedures that outline the process for reporting concerns, allegations or disclosures regarding the welfare of a Child/Young Person or Adult at Risk.

In carrying out the Safeguarding Policy and Procedures at The Leeds United Foundation the Designated Safeguarding Officer will:

- a) Ensure all of The Leeds United Foundation employees and volunteers who are in regular unsupervised contact with Children/Young People and Adults at Risk have been satisfactorily screened through the DBS process.
- b) Ensure that all staff and volunteers attached to The Leeds United Foundation are aware of and trained in The Leeds United Foundation Safeguarding Policy and Procedures.
- c) Keep and monitor effective records relating to the Safeguarding Policy and Procedure, reporting these to the Head of Safeguarding.
- d) Be prepared to amend bad practice.
- e) Receive, seek advice, and take appropriate action by referral where necessary on any complaints received.

- f) Ensure the confidentiality of the child, young person or adult at risk at all times.
- g) Liaise with the appropriate agencies and organisations, including Leeds Children/Young People's Social Care and Adult Social Care and the Football League on all referrals.
- h) Provide support to any Children/Young People, Adults at Risk, parents, guardians, staff or volunteers where necessary in relation to the Safeguarding Policy and Procedure.
- i) Permit appropriate access to records by the Leeds Children's' or Adult Social Care, The F.A. Premier League, the Football League and any other authorised agencies.
- j) Liaise with officials of The Leeds United Foundation, Leeds Children's' or Adult Social Care and The Football League Trust to review, up-date and monitor the Safeguarding Policy and Procedure.

The DSO should be contacted in the first instance, should a safeguarding concern be raised by a member of the staff or public.

The members of staff with responsibility for Safeguarding (DSO) are:

Gary Waddington

Email: gary.waddington@leedsunited.com

Phone: 07947 877854

Abigail Lee

Email: Abigail.lee@leedsunited.com

Phone: 07701 342472

5.2.4 Assistant Designated Safeguarding Officers

The Assistant DSO will provide support to the DSO. The Assistant DSO is responsible for ensuring that the Foundation activities comply with the Foundation safeguarding policies and provide support to Foundation staff in the event of a safeguarding issue.

In carrying out the Safeguarding Policy and Procedures at The Leeds United Foundation the Assistant Designated Safeguarding Officer will support the DSO and, in their absence, enact:

-

- a) Be prepared to amend bad practice within the delivery of activities.
- b) Take appropriate action where necessary on any complaints received.
- c) Ensure the confidentiality of the child, young person, or adult at risk at all times.
- d) Liaise with the appropriate Foundation manager, head of department, DSO, Head of Safeguarding regards any safeguarding concerns received.
- e) Provide support to any Children/Young People, Adults at Risk, parents, guardians, staff, or volunteers where necessary in relation to the Safeguarding Policy and Procedure, in the absence of the DSO.

- f) Provide support for staff in reporting concerns on 'My Concern'.
- g) Attend safeguarding training and updates as necessary.
- h) Assist staff when risk assessing activities where necessary.
- i) Supporting the DSO and Head of Safeguarding to ensure staff training is completed and knowledge of safeguarding practices is shared across the Foundation.

The Assistant Designated Safeguarding Officer is:

Rachel Newman

Email: Rachel.newman@leedsunited.com

5.2.5 Safeguarding Officer

The Safeguarding Officer is a part time post that has been developed to:

- a) Support the Head of Safeguarding & EDI and Designated Safeguarding Officers to deliver a high standard of safeguarding within the Foundation.
- b) Work to ensure the Foundation complies and excels in delivering the Premier League CCOP Safeguarding Standards
- c) Embed a healthy safeguarding & equality culture within the Foundation
- d) Organise safeguarding training as per training matrix

The Safeguarding Officer is:

Alex Whitlam

Email: Alex.Whitlam@leedsunited.com

Phone: 07706 338945

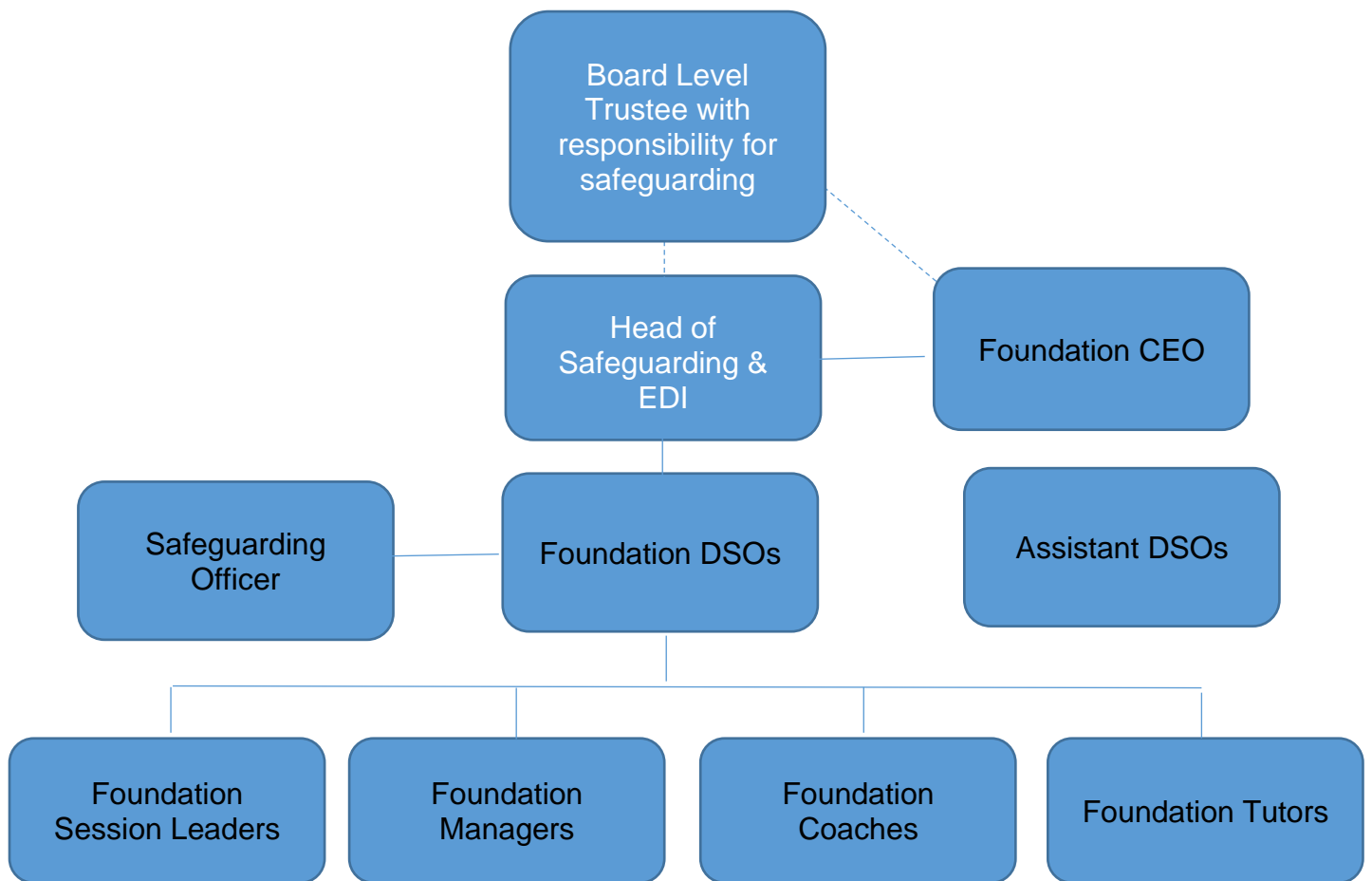
5.2.6 Head Coaches, Managers, Tutors and Session Leaders

Head Coaches, Managers and Session Leaders are responsible for ensuring their staff and volunteers are aware of, and abide by, the safeguarding policy and procedures. They will identify training needs and provide support and guidance.

They will ensure that where they and their staff work directly with children, young people and adults at risk, they will have a sound working knowledge of relevant legislation and guidance.

Each Head coach, manager or leader of a session will act as the first point of contact should there be a safeguarding concern, providing support and guidance to the member of staff or public who raised the concern in contacting the DSO and ensuring the correct procedure is adhered to.

The lines of accountability are shown below:



5.3 Information sharing

Advice from the LCSP and CPSU underlines that effective joint working can be undermined by poor communication and several Serious Case Reviews have highlighted poor information sharing as a factor. For this reason, Working Together 2018 is absolutely clear that “Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children.” To keep children safe, information needs to be shared appropriately so that decisions can be made to protect them.

However, clear boundaries around information sharing are important to maintain confidentiality where appropriate and to ensure that only those who need the information are made aware of it.

Whereas all staff should be aware of the Data Protection Act 1998 and the Foundation’s Data Protection Policy, further considerations need to be made when considering safeguarding.

5.3.1 What information to share

Whenever the Leeds United Foundation receives information that raises concerns about a child or children, decisions need to be made about information sharing. Advice from the CPSU confirms this could include:

- concerns about a child received within or outside the sport.
- concerns about a person in a position of trust, such as a coach – this could include information on a Disclosure & Barring Service (DBS) check.

- concerns about a member of the club.
- concerns about a delivery environment, such as an event location or hosting arrangements

It is important that safeguarding information is shared in an appropriate and timely fashion. **In the event of a safeguarding concern, a member of staff should discuss it with the DSO in the first instance to establish the need to share information when there are concerns about a person.**

The Government guidance: 'Information sharing advice for safeguarding practitioners', describes the '7 Golden Rules' of information sharing:

1. Remember that the Data Protection Act 1998 and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Share with informed 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, there is good reason to do so, such as where safety may be at risk.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
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.

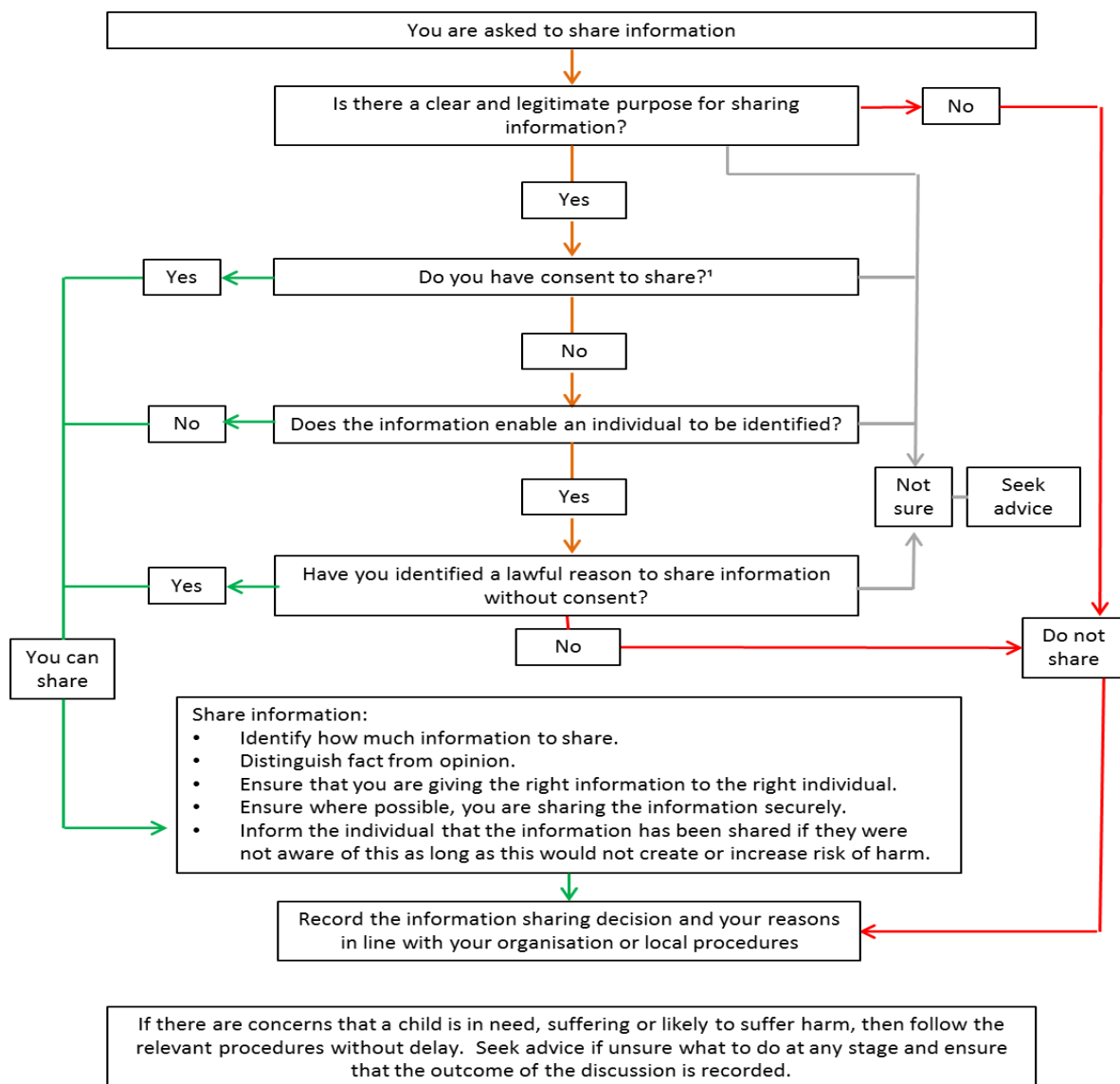
5.3.2 Who to share information with

Part of the decision-making process will include consideration about who to share information with. This could include:

- Statutory organisations – the Police and/or Children's Services must be informed about child protection concerns; Designated Officers should be consulted where there are concerns about someone in a position of trust.
- Disclosure & Barring Service – must be informed of any concerns about someone in regulated activity who is suspended or expelled from the organisation.

- Other clubs and other sports organisations, including the parent club – informing other organisations need to be considered according to the principles below in order that they can safeguard children in their care who may be at risk of harm.
- Individuals within the organisation – this will be decided on the basis of who needs to know what information in order to keep children safe according to the principles below.

The following chart, provided by the LCSP, may help clarify what confidential information is, and if it can be shared:



1. Consent must be unambiguous, freely given and may be withdrawn at any time

Further detail on information sharing can be found here:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

5.4 Confidentiality

Participants may trust a staff member / volunteer with issues of a personal nature. Whenever possible their confidences should be respected. Examples of this may be personal difficulties at school/college, relationships, or home. However, Staff and volunteers must be alert to the information in 4.3 where there is immediate danger or concern or they need to respond to a disclosure, and therefore must not make promises on confidentiality that they may be unable to keep.

Programmes such as school delivery provide opportunities for young people to develop trusting relationships with other young people and with staff / volunteers. Young people may communicate information (of a personal but non-abuse or poor practice nature) that is difficult for the staff member to deal with, without further advice / support. In this case the staff member should seek the consent of the participant in order to try to support them to access appropriate advice or guidance. For example, this may include information on access for further education opportunities, independent living or the benefits system.

5.5 Retention and storage of data

Confidential records should be sent to the Foundation DSO via My Concern, who will share them with the Head of Safeguarding. The Head of Safeguarding will retain the confidential records on My Concern in case they may be required for further investigation, including Strategy Meetings or prosecution, at a later date. Data must be kept in line with GDPR, NSPCC and NCS Trust Guidance.

Current guidance advises:

- Records should be kept 7 years following the last contact with a child
- If concerns have been raised about an adult's behaviour around children, the records should be kept in their personnel file either until they reach the age of 65 or for 10 years - whichever is longer (IRMS, 2016). This applies to volunteers and paid staff.
- Records should be kept same amount of time regardless of whether the allegations were unfounded. However, if it is found that allegations are malicious the record should be destroyed immediately.

6.0 Procedure

6.1 Responding to and reporting concerns

Staff and volunteers may become aware of abuse in a variety of ways including: -

- You may have a suspicion.
- A third party may have a suspicion or report an incident to you.
- Gossip particularly by the peer groups or other parents.
- The participant may tell you.

Staff and volunteers, who become aware of abuse, or allegation of abuse, must carry through the procedures as laid down in this policy. If any member of staff is concerned that poor practice or abuse may be occurring, they must refer the matter immediately to the DSO.

The DSO will discuss the concern with you to form a view about whether the concern should be raised as a safeguarding concern. The role of the DSO is to help staff clarify the cause for

concern. As part of the discussion, as well as considering which type of abuse your concerns are about, the following questions may be useful:

- Has the child, young person or adult at risk been harmed?
- Are you clear about the immediate cause for concern?
- Why do you suspect abuse or neglect? What have you seen or been told?
- To what extent does the person appear to be at risk of abuse or neglect?

If you suspect a crime has been committed, then you should be aware of the need to preserve evidence e.g., not touching or moving anything.

The DSO will support you in making a record of your information and will help you to decide how to progress with it. If it is decided that the concern needs to be passed on, the cross council safeguarding lead officer will do so by phoning either the Adult Social Care or Children's Social Care Contact Centre public line.

All safeguarding referrals should be made through 'My Concern'. All staff are given a login to My Concern when they commence employment.

My Concern can be accessed through:

<https://www.myconcern.education/Account/Login?ReturnUrl=%2fConcern%2fNew>

If your concern is not related to safeguarding, the DSO will not raise a safeguarding concern. There may, however, be other appropriate action or signposting which may be helpful, including ringing the Leeds city Council Contact Centre for advice or looking at disciplinary or procedural measures.

Whether you raise a safeguarding concern or not, it should be recorded. Conversations with the child, young person or adult at risk **MUST** be recorded and eventually written up on the Safeguarding Referral Form.

All information relating to alleged abuse must be dealt with on the basis that the information will be shared only with the people who need to or must know. The complainant should be made aware of the basis on which information will be shared.

In the event of the DSO referring an issue to the Social Services Community Team or the Emergency Duty Team, The Leeds United Foundation must provide a report to the Football League Trust Manager and inform The Leeds United Foundation Board. An oral report of the details of the incident, with due regard given to confidentiality, will be made to the next meeting of the Board.

If the DSO is unavailable for any reason, all matters should be dealt with by Head of Safeguarding or The Leeds United Foundation CEO.

6.1.1 Staff

If a member of staff is suspected

The DSO will inform the CEO who will liaise with the Trustee with Responsibility for Safeguarding, Head of Safeguarding and Local Authority Designated officer (LADO). The Leeds United Foundation must provide a report to the Football League Trust Manager and inform The Leeds United Foundation Board. An oral report of the details of the incident, with due regard given to confidentiality, will be made to the next meeting of the Board.

If the DSO is suspected

the staff members forming such suspicions must go to the CEO and Head of Safeguarding who must inform the LADO immediately. The Leeds United Foundation must provide a report to the Football League Trust Manager and inform The Leeds United Foundation Board. An oral report of the details of the incident, with due regard given to confidentiality, will be made to the next meeting of the Board.

If the Head of Safeguarding is suspected

The staff members forming such suspicions must go to the CEO, who must inform the LADO immediately. Leeds United must provide a report to the Football Association and inform The Leeds United Board via the Club Safeguarding Manager.

Further detail on reporting staff allegations is held in the Managing Allegations Against Staff Policy

6.1.2 Child on child Abuse

All staff should be aware that safeguarding issues can manifest themselves via child-on-child abuse. This is most likely to include, but may not be limited to:

- bullying (including cyberbullying).
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm.
- sexual violence and sexual harassment.
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals.

When there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm' a bullying incident should be addressed as a child protection concern under the Children Act 1989. Where this is the case, staff should discuss with the designated safeguarding officer and report their concerns to their local authority children's social care and work with them to take appropriate action. Full details can be found in Part 1 of Keeping Children Safe in Education.

However, external support can be given to children whether or not it is deemed a child protection concern. Even where safeguarding is not considered to be an issue, the club may need to draw on a range of external services to support the pupil who is experiencing bullying, or to tackle any underlying issue which has contributed to a child engaging in bullying.

All reports of child-on-child abuse should be taken seriously and should be reported to the DSO and relevant manager as soon as possible for investigation and for appropriate action to be taken. The procedure for bullying should be followed in all cases. As with other forms of abuse, the correct course of action is to report to the emergency services should the incident be life threatening.

Where the incident involves 'sexting' then the following guidance should be followed: [UKCCIS Guidance: Sexting in schools and colleges, responding to incidents, and safeguarding young people.](#)

The protection of children/young people and adults at risk is the paramount concern at all times. The above procedure should not prevent staff from taking urgent protective action or obtaining medical treatment for children/young people or adults at risk in cases of emergency.

6.2 Contact Numbers

If in doubt about whether to make a referral, CONSULT, and consult early, with those who have the statutory responsibility, the knowledge and the expertise. If the DSO, Head of Safeguarding, your line manager or CEO are unavailable:

For further advice, consult the **FA/NSPCC Child Protection Helpline:**

0808 800 5000.

If the child / young person or adult at risk is in **immediate danger**, and you require the police or an ambulance call:

999 or 101

To raise a concern:

0113 222 4401 Adults at Risk

(Out of hours emergency: 07712 106 378)

0113 222 4403 Children / Young People

(Out of hours emergency: 101)

0113 376 0336 Duty and Advice Line for professionals working with children

(Out of hours emergency: 0113 376 0469)

6.3 Recording

Staff may become aware of abuse in a variety of ways including:

- You may have a suspicion.
- A third party may have a suspicion or report an incident to you.
- Gossip particularly by the peer groups or other parents.
- The child or adult at risk may tell you.

If an incident or allegation is brought to the attention of staff or volunteers, you should:

- Reassure the child/young person or adult at risk. Do not panic – stay calm.
- Do not ignore because of other factors at that moment in time, what the child or adult at risk is telling you.

- Listen to what the child says and show that you take seriously what is being said.
- Allow only one adult to talk to the child and record the information provided.
- Enlist the help of another adult as a witness. Involve the person with the legal responsibility for the child as soon as possible.

Staff, who become aware of abuse, or allegation of abuse, must carry through the procedures as laid down in this Safeguarding Policy and Procedure and report the concern to the DSO who will support you in making a record of the incident and help you decide how to progress with it.

When reporting a concern you have about a child, young person or adult at risk, it is useful if you have the following information. If you do not have this information, then you should still let the DSO know about your concern, as it may provide additional information to an already emerging picture. You should not be tempted to investigate the concerns. That is the role of safeguarding professionals. It is better to take the approach “if in doubt, report it”. The DSO, they will pass the information on as appropriate.

- Date, time and location of the alleged incident and/or disclosure of the concern.
- Details of exactly what you have been told (if you can, you should record the person’s own words) and/or exactly what you have witnessed.
- The appearance and behaviour of the child, young person or adult at risk and any injuries they may have sustained as a result of the alleged incident.

All concerns should be logged on MyConcern as soon as is possible. Once you have raised your concern with the DSO, you may be asked to provide additional information or to clarify your concerns, either by them or by the appropriate professional who responds to the concern.

Guidance on the retention and storage of safeguarding records can be found here; <https://thecpsu.org.uk/resource-library/2013/guidance-on-child-protection-records-retention-and-storage/>

6.4 Codes of conduct

Codes of conduct are applicable to all staff, volunteers, participants and their parents or carers. These will be agreed before commencing work for the Leeds United Foundation or before participating in Leeds United Foundation activities. The codes of conduct will ensure that everybody involved in the activities of the Leeds United Foundation are aware:

- What behaviour is acceptable and unacceptable.
- The standards of practise expected when working on behalf of The Leeds United Foundation.
- What the basis is for challenging and improving practise.

Where practicable, the Codes of Conduct should be discussed and agreed prior to an activity or period of employment commencing.

6.5 Staff (paid and volunteer)

6.5.1 Safer recruitment incl. DBS

The Leeds United Foundation operates a safer recruitment policy which insists that all staff working on regulated activity have (and keep up to date) the FA Safeguarding Children qualification alongside a current DBS (within 3 years).

A DBS check is normally done for new staff, according to their role.

This is recorded on a Safer Recruitment Portal kept up to date by the DSO. Should a DBS check show a criminal record, then the DSO and CEO will make a decision, following a risk assessment which shall be ratified by the CEO, as to whether the potential member of staff should be employed. This decision will be recorded and kept with the staff member's record.

Staff safeguarding responsibilities are included in their job descriptions.

6.5.2 Supervision, Support and Training

Safeguarding is an important part of the induction for new members of staff, including Board Members. This covers an introduction to the Policy and Procedure.

All staff will have completed the FA Safeguarding Children qualification on commencement of their contract and have an agreed DBS certificate.

Compulsory training will be provided for all staff and volunteers on an annual basis, regarding the safeguarding Policy and Procedures, with emphasis on good practice, and the recognition of abuse on an annual basis. Details of this training are in the Safeguarding Workforce Development Plan.

Further training needs will be identified through appraisals, supervision and ongoing mentoring.

Safeguarding will be a regular item on team meeting agendas.

The safeguarding Policy and Procedure will be available on the club website and TeamApp. As such, available to staff and participants and their parents / carers.

6.5.3 Professional Boundaries

Professional boundaries are an essential part of our work. How we present ourselves, our interaction with others and our general conduct are highly significant when working directly with children, young people, and adults at risk. Our personal presentation and professional conduct reduces the risk of allegations and keeps our participants safe from harm.

Safeguarding participants, and protecting yourself from the risk of allegation, is a key professional priority. Personal and professional boundary-setting should be considered through all interaction and interventions within the club. These boundaries shape our relationships with children, young people, adults at risk and professional colleagues.

Our participants come from a range of backgrounds. They may have experienced differing and complex home lives, varying styles of parenting, and often differing, and sometimes-confused social expectations, norms, and inconsistent boundary-setting. This inevitably brings professional challenges.

Establishing boundaries does not mean that relationships with participants should be cold and detached. Staff can and should offer support and build professional relationships with

participants and sometimes their families, without placing the participant or staff member at risk.

Sometimes it is not always possible to identify when a boundary has been broken, so if you are unsure, seek the advice of a manager or the DSO.

Examples of boundaries being broken can include: Giving lifts to young people, answering phone calls out of hours, working alone, and meeting young people out of the programme times are just some examples where guidance of a manager should be sought.

Members of staff should develop an appropriate working relationship with participants, based on mutual trust and respect to ensure:

1. A participant focus – are their needs at the centre of decisions?
2. No self-disclosure – your personal life should not be disclosed to participants
3. No dual relationships – a participant cannot also be a family member, friend or receive additional support over and above the programme
4. You understand your role – there may be times that you need to refer to other professionals to give a participant the support they need, such as social care, the local authority, or police
5. You look after yourself – sometimes the role can be stressful or emotional and your own health is paramount to allow you to preform your role

If in doubt – ask your manager for support if you need it

6.6 Working with Partners

Service level Agreements (SLA) are in place for all the projects the Leeds United Foundation deliver e.g., after school sessions.

Where a project is to be delivered on a school premises the school's own safeguarding policy must be followed. This would also apply if using other premises, such as Leeds City Council or University owned.

Should a concern be made in respect of a Leeds United Foundation member of staff the then the Leeds United Foundation Safeguarding Policy and Procedure must be followed.

In the event of a disagreement, the Leeds United Foundation Safeguarding Policy and Procedure must be followed and will take primacy in the event of a difference of opinion on how the concern should be managed. Wording to this effect must be included on all SLA's.

6.7 Links to Other organisational Procedures

6.7.1 Safeguarding operating procedure

This document is designed to give clear guidance on the Leeds United Foundation Safeguarding Policy and Procedure. For further detail on operating in a safe environment for children / young people and adults at risk, please refer to the Safeguarding Operational Procedure document.

6.7.2 Other policies and procedures

The Safeguarding Policy and Procedure is developed in conjunction with wider club policies via meetings held with other departments quarterly. The Safeguarding Policy and Procedure must therefore be read in conjunction with other policies and procedures within the organisation – these include:

- Health & Safety Policy
- Equity Policy
- Data protection Policy
- Disciplinary Policy
- Safer Recruitment Policy
- Mental Health & Wellbeing Policy
- Social Media Policy
- Safeguarding Complaint Policy
- Safeguarding Whistleblowing Policy
- Managing Allegations Against Staff Policy

7.0 Appendices

7.1 Flowchart – raising a concern

All staff – if a person is in immediate danger, contact the police / ambulance as appropriate:
Ring 999

All staff – Any cause for concern should be reported to your line manager and DSO, Gary Waddington / Abigail Lee:

Email: gary.waddington@leedsunited.com Phone: 07947 877854

Email: abigail.lee@leedsunited.com Phone: 07701 342472

If not available, contact the Head of Safeguarding **Helen Evans**

Email safeguarding@leedsunited.com Phone: 07425 640576

Or: CEO, **John Mallalieu**

Email John.mallalieu@leedsunited.com Phone: 0113 367 6015

The DSO or ADSO will work with the staff member reporting the concern to gather information and decide whether to get further advice or to report the concern to the LADO (if about staff), or to Social Care in consultation with the Head of Safeguarding.

The DSO will work with the staff member reporting the concern to gather information and decide whether to get further advice or to report the concern to one of:

Adult Social Care: 0113 222 4401 (Out of hours: 07712 106 378)

Children Social Care (Duty & Advice): 0113 376 0336 (Out of hours: 0113 535 0600)

Police: 101 or 999 in an emergency

LADO: 0113 247 8652 LADO@leeds.gov.uk

The DSO will compile a report to the Premier League Trust Manager, NCO Safeguarding Manager and Head of Safeguarding, as appropriate, and inform The Leeds United Foundation Board, with further update at the next Board meeting. The report will then be filed securely as per GDPR guidance

The DSO will provide support and feedback to the person raising the concern

Remember

It is not your duty to investigate concerns about a child/young person or adult at risk, but do not ignore them – talk to them if possible and get in touch with the DSO for advice

7.2 Useful Contacts

FA/NSPCC Child Protection Helpline:

0808 800 5000.

If the child / young person or adult at risk is in **immediate danger**, immediately call:
999 or 101

To raise a concern:

0113 222 4401 Adults at Risk (and to raise a concern about adults working with adults at risk) **(Out of hours: 07712 106 378)**

0113 222 4403 Children / Young People (Out of hours: 101) public number

0113 376 0336 Children's Services Duty & Advice Team (Out of hours 0113 535 0600)

Local Authority Designated Officer:

to raise a concern about adults working with children:

0113 247 8652

LADO@leeds.gov.uk

Premier League Safeguarding:

safeguarding@premierleague.com

EFL Safeguarding:

Safeguarding@efl.com

01772 325490

Child Protection in Sport Unit:

<https://thecpsu.org.uk/>

The FA Policy on Safeguarding:

<http://www.thefa.com/football-rules-governance/safeguarding/policy-downloads>

EFL Safeguarding Guidance:

<https://www.efl.com/siteassets/efl-documents/efl-guidance-to-member-clubs--trusts--safeguarding-children-and-young-p...pdf>

FA Safeguarding Team:

0800 169 1863

Safeguarding@TheFA.com

WRCFA Safeguarding Support and Advice:

<http://www.westridingfa.com/welfare>

Guidance on the retention and storage of safeguarding records:

<https://thecpsu.org.uk/resource-library/2013/guidance-on-child-protection-records-retention-and-storage/>

Safeguarding Adults Board:

www.leedssafeguardingadults.org.uk

Leeds Safeguarding Children Partnership:

www.leedsscp.org.uk

Modern slavery / Human Trafficking Concern:

08000 121 700

PREVENT:

prevent@leeds.gov.uk

Information sharing:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf

Safer Leeds (Domestic Violence)

Aiming to ensure people affected by domestic violence are safe and feel safe.

www.leeds.gov.uk/domesticviolence

Female Genital Mutilation:

<https://www.leedsscp.org.uk/Practitioners/FGM>

Leeds Domestic Violence Service:

24-hour helpline for support, information and referrals

0113 246 0401

Karma Nirvana:

Helpline for forced marriages and honour-based violence UK

0800 5999 247

Anti-Social Behaviour Contact Centre

Access point for support in relation to anti-social behaviour.

0113 222 4402

www.leeds.gov.uk

The Forced Marriage Unit

Part of the Foreign and Commonwealth Office, provides a wealth of information, multi-agency practice guidelines and an advice line for victims, their friends, relatives and professionals.

Tel: 0207 008 0151

www.fco.gov.uk/forcedmarriage