



APPENDIX 7 – MATCHDAY PROCESSES

All adults working within the Club, in any capacity, have a duty and responsibility to safeguard the welfare of children and young people. Everyone who comes into contact with children and families on a Matchday has a role to play in ensuring a child's welfare.

All those working with children and young people for or on behalf of the Club on a Matchday must make themselves aware of the Club's Safeguarding Policy & Procedures, and, where appropriate, their work with children and young people will be supported by safeguarding training to ensure staff are able to understand and discharge their safeguarding responsibilities.

Matchday at the American Express Stadium

The age limit for children attending a match alone at the AMEX Stadium is under 13. Upon turning 13 years of age, a child can attend alone. Where a child is under the age of 13, they should attend the match with an adult over the age of 18.

Examples of matchday processes covered by the scope of this policy include, but not limited to:

- Club staff working with and looking after mascots
- Club staff working with and looking after ball assistants
- Club staff working in the fan zone that come into contact with children
- Club staff working with and looking after Supporters in the inclusion room
- Club staff involved in men's first team signing session
- Both internally and externally based Club and Agency Stewards

Working Together

The Club works in partnership and alongside multiple organisations on a Matchday who hold a responsibility for safeguarding. These include, but not limited to:

- Sodexo
- St Johns Ambulance
- Sussex Police
- British Transport Police
- Third party stewarding and security

The Safety Officer in their role as DSO, will ensure that BHAFC Safeguarding procedures take primacy over other organisations for the management of Safeguarding concerns on a Matchday.

Supervision and Ratios

The Club adheres to the best practice guidance provided by the FA in relation to the supervision of children and young people when engaging in Club activities. The Club also recognises that the appropriate supervision can depend on the particular activity or children attending.

In the event of staff absences, the Club will have a contingency plan in place ensure adequate cover is in place with the relevant training and experience.



Use of Photography and Film

Some Matchday activities, like being a mascot, mean that a child will be photographed or filmed at the match. Club Officials who take images will be briefed by a member of the Safeguarding Team or by the Media and Communications Team. Prior to any images being taken of children, consent will be sought from parents prior to their involvement in any Club activity.

Paragraph 28 under the Ground Regulations 2023-24 apply.

Searching of Children Under 18

On a matchday, under 16s can be subject to a self-search if the stewards have reasonable grounds to believe it is necessary. If, after self-search, the Stewards have reasonable grounds to believe that the Under 16 is concealing something, the Police and Safeguarding presence will be called. The Police would make the decision to search the under 16s. Over 16s can be subject to normal search procedures by stewards that are appropriately qualified and vetted without the presence of Police or Safeguarding.

Missing or Found Child

Every effort must be made to ensure children and young people remain either with their parents, carers or activity leaders. In a case of a missing/found child, staff will follow the procedure set out by the Safety and Security team in Contingency Plan 37.

The Duty Match Safeguarding Officer will be contacted straight away following reports of a missing or found child.

Radios should not be used to communicate details of the child. Instead, this should be communicated via the emergency phone.

The Matchday Safety Officer will inform the Police Match Commander at the time of the report. If it is a police free game, the Safety Officer will contact the police as soon as necessary.

A record of any missing or found child will be kept on the Matchday log by the Safety and Security Team.

Reporting Matchday Concerns

Where you have a concern about any form of safeguarding poor practice or abuse, it is important to give as much information as possible and to provide reasons as to why you hold the concern. This concern should be raised at first instance with the relevant DSO who will then raise it with the Safeguarding Team. Once made aware of the matter, the Safeguarding Team will record the concern on MyConcern.

Consent and Sharing Information

The safety and welfare of children or young persons is of primary importance in regard to safeguarding. It is of best practice to obtain the consent of the child prior to making an external referral.

The Club promotes the 'seven golden rules' set out by the government in their guidance - information Sharing Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers.



Where reporting the concern is for the protection of the child, it would be best practice to share information that we might otherwise withhold due to data protection reasons. Staff reporting concerns in relation to the safeguarding of children should not be afraid to share information where it is important for the protection of the child. It is important to remain cautious in relation to data protection and to assess each situation case by case to decide whether sharing of information achieves the overarching principles of safeguarding.

Risk Assessment

Risk assessments are completed for all matchday activities.