



Registered Charity No. 1125878

0 u

<b>POLICY TITLE:</b>	<b>Safeguarding Children Policy</b>
<b>EFFECTIVE DATE:</b>	<b>1<sup>st</sup> July 2013</b>
<b>WITHDRAWAL / RENEWAL DATE:</b>	<b>Current / June 2014</b>
<b>QUERIES:</b>	<b>Caroline Farnell (HR)</b>
<b>LENGTH OF DOCUMENT:</b>	<b>10 pages</b>

## INTRODUCTION

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

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

**Crystal Palace FC Foundation recognise that there are variations in this policy to that which is set out in the Clubs Safeguarding policy but that this policy should always be used in line with the wider club policy.**

## RULES & REGULATIONS

Crystal Palace FC Foundation is governed by the rules and regulations set out in the 1989 and 2004 Children Act, Working Together to Safeguard Children (2010), the London Child Protection Procedures (4<sup>th</sup> edition), and the Football Association.

The Foundation is fully committed to ensuring that the best practice recommended by these bodies is employed throughout the Foundation.

The Foundation also has a responsibility to maintain regular dialogue with the Local Safeguarding Children Board.

## **DEFINITIONS**

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

## **AIMS & KEY PRINCIPLES**

**The aims of Crystal Palace FC Foundation's Safeguarding Children Policy are:**

- To safeguard all Children and young people who interact with the Foundation.
- 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 promote high ethical standards throughout the Foundation.

**The key principles underpinning this policy are:**

1. The Child's welfare is, and must always be, the paramount consideration.
2. 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.
3. All allegations of abuse will be taken seriously and responded to efficiently and appropriately.
4. To encourage parents and other members of the Child or young person's family to be involved in a relationship with the Foundation.
5. To ensure that coaches, parents and other adults who come in contact with Children and young people provide good role models of behaviour.

## **SAFEGUARDING CHILDREN**

### **Safeguarding Children Programme**

The CPFC Foundation has an ongoing commitment to employing a programme of activities which cover all areas of the business. The programme will regularly be reviewed and updated according to any needs that may be identified.

### **Children's Services Officer / Safeguarding Officers**

The Club has a Children's Services Officer ("CSO") who has overall responsibility for the safeguarding of Children at the CPFC Foundation and a number of Safeguarding Officers who work within various areas of the business. These Officers have special responsibilities and are the focal point for safeguarding Children in their nominated area.

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

## **HUMAN RESOURCES & DISCLOSURE**

### **Recruitment**

As part of Crystal Palace FC Foundation's recruitment and selection process, offers of work to positions which involve working with Children are subject to a satisfactory Enhanced DBS disclosure and appropriate references. See below and attached for details of the Foundation's DBS procedures.

### **Staff Training**

All staff working in direct contact with Children shall be required to complete a workshop on Safeguarding Children. Details of those satisfactorily completing this course are retained by the Foundation.

### **Work Experience**

Crystal Palace FC Foundation often offers work experience placements to young people. The Foundation has a central work experience scheme which provides forwardly planned and structured work experience placements. Whilst undertaking work for the Foundation, those on work experience will be given no unsupervised access to Children.

### **Health and Safety**

Crystal Palace FC Foundation's Health and Safety Policy gives guidance to those whose roles involve working with Children. Where a Child is involved, a risk assessment must take account of their particular vulnerabilities. The risk assessment should set out what arrangements are in place for their care and supervision,

### **Staff Briefing**

A Staff Briefing Note giving guidance to all Foundation employees is provided at induction. Whenever possible staff should avoid situations where they are in one to one contact with Children alone. When physical intervention is necessary to restore safety, restraint should not continue any longer than is absolutely necessary.

## **DISCLOSURE AND BARRING SERVICE**

Crystal Palace FC Foundation uses the Disclosure and Barring Service (Formally the Criminal Records Bureau (CRB)) ("DBS"). The DBS provides a disclosure service for organisations. DBS disclosures enable employers to undertake more thorough recruitment and selection procedures for positions which involve working with Children.

## **PROCESS FOR DISCLOSURE & BARRING SERVICE CHECKING**

### **New Appointments**

All staff who are offered a position which involves working, or coming into contact, with Children will be required to complete a Self-Declaration Form and also undertake a DBS Disclosure. 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 Disclosure certificate has been received, the member of staff will not be left unsupervised with Children.

The Foundation is committed to the equal opportunities of its staff and therefore a positive Disclosure will not necessarily result in a bar from employment or volunteering.

Should a positive Disclosure be received, a risk assessment will be carried out by the CSO or a Safeguarding Officer or management committee member, to assess the information contained within the Disclosure certificate. The member of staff may also be asked to attend an interview prior to a recruitment decision being made.

#### **New Appointments who already have a Disclosure Certificate**

If a new member of staff has been DBS checked by their previous employer, the Foundation may not ask that person to undertake another check. However, the original Disclosure certificate must be provided, it must be dated within twelve months of the worker's start date at the CPFC Foundation and it must be for a similar role to that which the person has been appointed.

#### **Existing Staff**

Priority is being given to those who come into regular contact with Children. All staff who have one to one contact with Children will be DBS checked.

#### **Temporary Staff and External Consultants**

The Foundation will ensure that all temporary staff and external consultants sign a self-declaration form and will not have unsupervised access to Children during their time with the Foundation.

#### **Equal Opportunities**

Crystal Palace FC Foundation is committed to providing equal opportunities for all staff, players and supporters. A copy of the Foundation's policy on equal opportunities can be obtained from the Management Team

#### **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 Foundations' 'Anti-Corruption and Bribery' policy for further details).

The Foundation 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 favoritism.

## **USE OF IMAGES**

The Foundation takes its guidance on the use of images from guidelines issued by the Local Safeguarding Children Board

- 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 Foundation of any change of circumstances which may affect consent.
- Parents/Carers/Guardians will be informed of how the image will be used. The Foundation will not allow an image to be used for something other than that for which it was initially agreed.
- All Children featured in Foundation 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 Foundation photographers will, where applicable, undertake a CRB 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 Foundation Identification will be worn at all times.
- Children who are under a court order will not have their images published in any Foundation document.
- No images of Children featured in Foundation 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 Foundation officials and are stored safely and securely at the Foundation's premises.
- Any instances of inappropriate images should be reported to a Safeguarding Officer.
- The Foundation does not put young peoples' profiles with images and personal information on its website.

## **GUIDELINES IN THE EVENT OF CONCERN**

### **Highlighting Concern**

Although the Foundation 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 Foundation 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.

The Foundation has a zero-tolerance approach to bullying and any reported incidents of bullying by a staff member to a Child, Child to staff member or Child to Child will be taken seriously and investigated by a Safeguarding Officer and, where necessary, the Foundation's Children's Services' Officer.

## **RESPONDING TO A REPORT OR SUSPICION**

Where possible a Foundation Safeguarding Officer or the Children's Services Officer 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 CPFC Foundation 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 SO/CSO will make this decision based on whether there is suspicion of their involvement.

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

Make sure you tell a Foundation Safeguarding Officer 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***

#### **RECORDING ALLEGATIONS OR SUSPICIONS**

The Safeguarding Officer will immediately report any allegation to the CSO, who will ask for a written factual statement from the person making the report. If an Incident Report Form has been completed a copy should be provided to the 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 Foundation 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 Foundation must provide a report to the CPFC Foundation's Trustees

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.

#### **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 CPFC Foundation 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 member of staff in question may be asked to write a brief report, as may any other person that is deemed to have an involvement in the allegation. This process would only be carried out once the advice of the above mentioned external bodies had been sought and only then in consultation with the CSO or Board of Trustees Providing it does not contradict with any advice received from the LADO, any internal investigation will be carried out in line with the Foundation's Disciplinary Policy and either general or Grievance Procedures, as applicable.



**Confidentiality**

There is always tension and caution around issues of confidentiality. The advice for all staff at Crystal Palace FC Foundation 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 a CPFC Foundation Safeguarding Officer. The key issue is that the welfare of the Child is protected.

**CHILDREN'S SERVICES' OFFICER & SAFEGUARDING OFFICERS**

Karen Alford - Children's Services' Officer / Soye Briggs – Safeguarding Officer

**Safeguarding Children Mobile: 07960 880 147**  
**Safeguarding Email: [safeguarding@cpfc.co.uk](mailto:safeguarding@cpfc.co.uk)**

**EXTERNAL LOCAL CONTACT DETAILS**

**Croydon Council,**  
**Croydon Safeguarding Children Board,**

**CSCB Key Contact: Steve Hall Tel: 0208 726-6400 Ext: 84322**

**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>

**London Child Protection Procedures (4<sup>th</sup> Edition April 2011):**

[http://www.londonscb.gov.uk/procedures/london\\_child\\_protection\\_procedures\\_chapters/](http://www.londonscb.gov.uk/procedures/london_child_protection_procedures_chapters/)

**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 financial year 2013/14 and is under constant review. A revised policy will be drafted in July 2014 for use in the following season.

To be Approved by the Croydon Local Safeguarding Children Board: by July 2014