



PREMIER LEAGUE

RULES – SECTION 5 *Season 2013/14*

THE SAFEGUARDING OF VULNERABLE GROUPS AND SAFE RECRUITMENT



SECTION 5: THE SAFEGUARDING OF VULNERABLE GROUPS AND SAFE RECRUITMENT

Introduction

- S.1. This Section of these Rules sets out the League's policy on and requirements for each Club's arrangements for the safeguarding of Children and Vulnerable Adults (including as regards safe recruitment) who participate in an Activity arranged for them by or in the name of the Club.
- S.2. The Rules in this Section shall also apply to any Activity arranged by or in the name of the League and shall be construed so as to have that effect.

Definitions

- S.3. In this Section of these Rules:
- S.3.1. "**Activity**" means any activity or series of activities arranged for a Child, Children or a Vulnerable Adult or Adults by or in the name of a Club;
 - S.3.2. "**Child**" and "**Children**" mean any person or persons under the age of 18 years;
 - S.3.3. "**Children's Safeguarding Officer**" has the meaning set out in Rule S.14.11;
 - S.3.4. "**Children's Services' Officer**" means the member of Staff whose responsibilities are set out in Rule S.14.11;
 - S.3.5. "**CRB**" means the Criminal Records Bureau, being the executive agency of the Home Office which provides access to criminal records information, or any successor body which carries out its functions.
 - S.3.6. "**Disclosure**" means the service provided by the CRB to Persons registered with it.
 - S.3.7. "**Local Authority Designated Officer**" means the officer designated by the local authority in which the Club is situated to manage allegations of Child abuse;
 - S.3.8. "**Local Safeguarding Children's Board**" means the body established by the local authority in which the Club is situated pursuant to sections 14 and 14A of the Children Act 2004 and to the Local Safeguarding Children Regulations 2006 for the purposes of safeguarding and promoting the welfare of children in its area;
 - S.3.9. "**Parents**" means the people who have parental responsibility for the Child;
 - S.3.10. "**Search and Intervention Steward**" means a steward employed by a Club who regularly carries out, or who supervises those who carry out, either of the following duties in an area of the Club's ground covered by a premises licence granted under the Licensing Act 2003:
 - S.3.10.1. the search of spectators on their entry to the ground; or
 - S.3.10.2. the intervention against or ejection of spectators;
 - S.3.11. "**Staff**" means any employee of a Club or volunteer:
 - S.3.11.1. employed in any Activity on behalf of or with the authorisation of the Club, who has direct contact with a Child, Children or a Vulnerable Adult or Adults in the course of that Activity; or
 - S.3.11.2. (for the purposes of Rules S.28 to S.39) employed as a Search and Intervention Steward;

SECTION 5: THE SAFEGUARDING OF VULNERABLE GROUPS AND SAFE RECRUITMENT

- S.3.12. “**Vulnerable Adult**” has the meaning set out in section 59 of the Safeguarding Vulnerable Groups Act 2006;
- S.3.13. “**Vulnerable Adults’ Safeguarding Officer**” has the meaning set out in Rule S.18.7;
- S.3.14. “**Vulnerable Adults’ Services Officer**” means the member of Staff whose responsibilities are set out in Rule S.16.

The League’s Policy for the Safeguarding of Children and Vulnerable Adults

- S.4. The League:
 - S.4.1. recognises that the safeguarding of Children and Vulnerable Adults must always be given the highest priority;
 - S.4.2. believes that concern for the general well-being and welfare of all Children and Vulnerable Adults participating in Activities is paramount;
 - S.4.3. requires Clubs to implement policies and procedures to ensure the safeguarding of Children and Vulnerable Adults;
 - S.4.4. will develop and will encourage Clubs to develop and implement best practice in matters concerning the safeguarding of Children and Vulnerable Adults.
- S.5. The League adopts the Standards for Safeguarding and Protecting Children in Sport promoted by the National Society for the Prevention of Cruelty to Children (hereafter “the NSPCC Standards”).

Clubs’ Policies and Procedures for the Safeguarding of Children and Vulnerable Adults

- S.6. Each Club shall prepare, implement, review regularly and have endorsed by its Local Safeguarding Children Board written policy and procedures for the safeguarding of Children.
- S.7. The Club’s policy and procedures for the safeguarding of Children shall:
 - S.7.1. be in accordance with this Section of these Rules and shall have regard to Appendix 13 to these Rules; and
 - S.7.2. meet the NSPCC Standards.
- S.8. Each Club shall prepare and implement written policy and procedures for the safeguarding of Vulnerable Adults.
- S.9. The Club’s policy and procedures for the safeguarding of Vulnerable Adults shall be in accordance with this Section of the Rules and shall have regard to any guidance or policy published by the League.

Children’s Services’ Officer

- S.10. Each Club shall designate a member of staff as the Children’s Services’ Officer.
- S.11. The Children’s Services’ Officer shall be responsible for all arrangements for the safeguarding of Children undertaking any Activity and any sign or suspicion of abuse relating to Child shall be reported to him.

SECTION 5: THE SAFEGUARDING OF VULNERABLE GROUPS AND SAFE RECRUITMENT

- S.12. The name of the Children's Services' Officer shall be notified by the Club to the League in Form 18.
- S.13. Each Children's Services' Officer and Safeguarding Officer shall:
- S.13.1. be trained in safeguarding of Children issues and procedures;
 - S.13.2. complete satisfactorily a safeguarding of Children awareness training programme approved by the League;
 - S.13.3. be given a job description which shall properly record their responsibilities; and
 - S.13.4. undertake in each calendar year continuing professional development training in the safeguarding of Children approved by the League and maintain a record thereof.
- S.14. Each Children's Services' Officer shall:
- S.14.1. liaise regularly with and be guided by the advice of the Local Safeguarding Children Board;
 - S.14.2. liaise and co-operate with the Local Authority Designated Officer as may from time to time be necessary;
 - S.14.3. ensure strict compliance with the Club's policy and procedures for the safeguarding of Children;
 - S.14.4. promote awareness in the Club of safeguarding of Children issues generally and encourage and monitor the adoption of best practice procedures in that regard;
 - S.14.5. report on a regular basis on the effectiveness of, and the Club's compliance with, its policies and procedures for the safeguarding of Children to a named member of the Club's senior management who shall act as the Children's Services' Officer's line manager;
 - S.14.6. act as the lead Club Official in any investigation of an allegation of Child abuse;
 - S.14.7. maintain the safeguarding of Children Staff register for each Activity in Form 19 (or in any other appropriate and sufficient format);
 - S.14.8. be made known to all Staff, and (by publication of his name and contact details on the Club's website and in any handbook or the like which the Club produces to accompany any Activity) to children and parents of children engaged in each Activity and be available in person or by telephone to Staff and to such children and parents at all reasonable times;
 - S.14.9. provide written instructions to Staff engaged in each Activity in respect of good practice and what they are required to do if they detect any sign of Child abuse or if they suspect Child abuse is taking place;
 - S.14.10. provide guidance to and support for any member of Staff engaged in each Activity who reports suspected Child abuse;
 - S.14.11. in relation to a specific Activity, if appropriate, delegate any of the responsibilities listed in S.14.7 to S.14.10 to another member of staff (the "Children's Safeguarding Officer") and supervise the Children's Safeguarding Officer;
 - S.14.12. ensure that Children's Safeguarding Officers are properly trained, supported and supervised including, without limitation, by way of regular, minuted meetings with each Children's Safeguarding Officer.

SECTION 5: THE SAFEGUARDING OF VULNERABLE GROUPS AND SAFE RECRUITMENT

Vulnerable Adults' Services' Officer

- S.15. Each Club shall designate a member of staff as the Vulnerable Adults' Services' Officer.
- S.16. The Vulnerable Adults' Services' Officer shall be responsible for all arrangements for the safeguarding of Vulnerable Adults undertaking any Activity and any sign or suspicion of abuse of a Vulnerable Adult shall be reported to them.
- S.17. The name of the Vulnerable Adults' Services' Officer shall be notified by the Club to the League in Form 20.
- S.18. Each Vulnerable Adults' Services' Officer shall:
- S.18.1. ensure strict compliance with the Club's policy and procedures for the safeguarding of Vulnerable Adults;
 - S.18.2. promote awareness in the Club of safeguarding of Vulnerable Adults issues generally and encourage and monitor the adoption of best practice procedures in that regard;
 - S.18.3. report on a regular basis to the Club's senior management on the effectiveness of, and the Club's compliance with, its policies and procedures for the safeguarding of Vulnerable Adults;
 - S.18.4. act as the lead Club Official in any investigation of an allegation of abuse of a Vulnerable Adult;
 - S.18.5. maintain the safeguarding of Vulnerable Adults Staff register for each Activity in Form 21 (or in any other appropriate and sufficient format);
 - S.18.6. be made known to and be available in person or by telephone to all Staff at all reasonable times;
 - S.18.7. in relation to a specific Activity, if appropriate, delegate any of their responsibilities to another member of staff (the "Vulnerable Adults' Safeguarding Officer"); and
 - S.18.8. ensure that Vulnerable Adults' Safeguarding Officers are properly trained, supported and supervised including, without limitation, by way of regular, minuted meetings with each Vulnerable Adults' Safeguarding Officer.
- S.19. Each Vulnerable Adults' Services' Officer and Vulnerable Adult's Safeguarding Officer shall:
- S.19.1. be given a job description which shall properly record their responsibilities;
 - S.19.2. be trained in safeguarding of Vulnerable Adults issues and procedures; and
 - S.19.3. undertake in each calendar year continuing professional development training in the safeguarding of Vulnerable Adults approved by the League and maintain a record thereof.

Staff

- S.20. Staff shall in all dealings with and on behalf of Children or Vulnerable Adults do what is reasonable in the circumstances of the case for the purpose of safeguarding or promoting the safety and welfare of the Child or Vulnerable Adult.
- S.21. Each member of Staff shall be given training in the Club's policies and procedures for the safeguarding of Children and Vulnerable Adults.

SECTION 5: THE SAFEGUARDING OF VULNERABLE GROUPS AND SAFE RECRUITMENT

- S.22. Each member of Staff shall be given in writing:
- S.22.1. the name of the Club's Children's Services' Officer and Vulnerable Adults' Services' Officer;
 - S.22.2. descriptions of what constitutes unsuitable behaviour to a Child or Vulnerable Adult and abuse of a Child or Vulnerable Adult; and
 - S.22.3. details of what he is required to do if there is any sign of unsuitable behaviour to a Child or Vulnerable Adult or abuse of a Child or Vulnerable Adult or if there is a suspicion that such abuse is taking place.

Parental Consent

- S.23. Before a Child participates in an Activity, the written consent of his Parents shall be obtained by their completing and returning to the Children's Officer for the Activity Form 22.

Notification of Referrals to External Statutory Agencies

- S.24. On making any referral of an allegation of or incident of suspected Child abuse or unsuitable behaviour to a Child or Vulnerable Adult to any external agency (including without limitation the police, the Local Area Safeguarding Board, the Local Authority Designated Officer or the Independent Safeguarding Authority), the Children's Services' Officer, Vulnerable Adults' Services Officer or other Official making the referral shall notify the Club's most senior administrative officer in writing.
- S.25. So that the Football Association and the League may be aware of allegations of or incidents of suspected abuse of a Child or Vulnerable Adult, they shall be notified by the Club in Form 23 of any referral made to any external agency (as described in Rule S.24) in respect of any Child or Vulnerable Adult involved in any Activity.

Monitoring

- S.26. The League will monitor Clubs to ensure compliance with this Section of these Rules and will procure that each Club is visited at least twice each Season by a person appointed for this purpose by the League. Such person shall be entitled to have access to all records kept in accordance with the requirements of this Section of these Rules and shall be entitled to meet Staff, parents and Children.
- S.27. Such person shall:
- S.27.1. give written feedback to the Club concerned on each monitoring visit made, and if appropriate agree with the Club an action plan setting out actions to be taken by the Club to ensure compliance with these Rules S.1 to S.27;
 - S.27.2. report on each visit in writing to the League; and
 - S.27.3. at the end of each Season or as soon as practicable thereafter, present to the League and the Club a written annual report on the Club's compliance with Rules S.1 to S.27.

SECTION 5: THE SAFEGUARDING OF VULNERABLE GROUPS AND SAFE RECRUITMENT

Criminal Records Bureau

- S.28. The League will undertake all matters connected with the use of the Disclosure service for those Clubs not registered with the CRB.
- S.29. Clubs not registered with the CRB agree to be bound by any guidance published by the League from time to time.

Lead Disclosure Officer and Countersignatories

- S.30. Each Club shall nominate an Official as lead disclosure officer.
- S.31. The lead disclosure officer of a Club which is not registered with the CRB shall:
- S.31.1 act as the Club's principal point of contact with the League on all matters connected with the use of the Disclosure service and the Club shall notify his name to the League in Form 24; and
 - S.31.2. ensure that the Disclosure application by a person seeking appointment or confirmation of appointment as a member of Staff at the Club is processed by the Club in such manner as the League may from time to time determine.
- S.32. The lead disclosure officer of a Club registered with the CRB:
- S.32.1. shall countersign the Club's application to register with the CRB;
 - S.32.2. may countersign Disclosure applications;
 - S.32.3. will act as the Club's principal point of contact with the CRB on all matters connected with the registration and use of the Disclosure service.
- S.33. Each Club shall nominate one or more Officials (who may be the Children's Services Officers or a Safeguarding Officer) as countersignatories who (in the case of a Club registered with the CRB) may countersign Disclosure applications and (in the case of all Clubs) carry out the procedures set out in Rule S.35.
- S.34. Subject to Rule S.36, no person shall be appointed as a member of Staff unless:
- S.34.1. he has completed and submitted to the Club a written application; and
 - S.34.2. a written reference has been obtained by the Club from at least two referees named in the application; and
 - S.34.3. he has applied to the CRB for Disclosure; and
 - S.34.4. his Disclosure information has been received and the Club is satisfied that he is not unsuitable to work with Children or as a Search and Intervention Steward as the case may be; and
 - S.34.5. his particulars have been entered in the staff register in Form 19 kept and maintained at the Club.

SECTION 5: THE SAFEGUARDING OF VULNERABLE GROUPS AND SAFE RECRUITMENT

- S.35. Upon an application for Disclosure being made by a person seeking appointment or confirmation of his appointment as a member of Staff, the lead disclosure officer or a countersignatory shall:
- S.35.1. determine, in accordance with any guidance published by the CRB or by the League, the level of Disclosure information to be sought in respect of that person; and
 - S.35.2. carry out such identity checks on that person as may be required pursuant to the guidance described in Rule S.35; and
 - S.35.3. complete and submit that person's application to the CRB or to the League (in the case of a Club not registered with the CRB); and
 - S.35.4. receive the Disclosure information from the CRB or from the League (in the case of a Club not registered with the CRB) in respect of that person; and
 - S.35.5. report the content of that Disclosure information to the Official responsible for deciding whether that person shall be appointed or have his appointment confirmed.
- S.36. Between the date upon which his application to the CRB for Disclosure is received and the date upon which the procedures set out in Rule S.35 are completed, a person to whom that Rule applies may be permitted to take up his position as a member of Staff at the discretion of the Club's lead countersignatory so long as he is accompanied by a member of Staff in respect of whom the Rule S.35 procedures have been complied with.

Monitoring

- S.37. The League will monitor Clubs to ensure compliance with Rules S.28 to S.39 and will procure that each Club is visited at least once each Season by a person appointed for this purpose by the League. Such personnel shall be entitled to have access to all records kept in accordance with the requirements of Rules S.28 to S.39.
- S.38. Each visit will be reported in writing to the League and to the Club concerned.
- S.39. There shall be made available for inspection by the person appointed by the League at all reasonable times:
- S.39.1. written evidence of the Club's registration with the CRB (in the case of a Club so registered);
 - S.39.2. written evidence in relation to members of Staff to whom Rule S.35 applies that the procedures set out in that Rules have been complied with;
 - S.39.3. Form 19.



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