



***Colchester United Football Club
Safeguarding Adults at Risk Policy 2023-24***

Safeguarding Adults at Risk Policy

Introduction

All staff, volunteers and Trustees at Colchester United Football Club are firmly committed to safeguarding and protecting adults at risk and fully accepts its responsibilities for the safety and welfare of all adults at risk who engage with the club.

All adults at risk have a right to be protected from abuse regardless of their gender, race, disability, sexual orientation, religion, belief or age.

Through the application of policies, procedures and best practice everyone who has contact with adults at risk will create a positive environment in which they can participate, and protect them from harm.

All staff, volunteers and Trustees at Colchester United Football Club, who come into contact with adults at risk in club related activities should be positive role models and display high ethical and moral standards in line with the clubs values.

This policy is across the club and is to be observed by all those working and coming into contact with adults at risk.

The following locations/departments are under the remit of this policy and include:

- Colchester United Community Foundation – Shrub End
- Colchester United first team, under 23's and Youth Academy – Florence Park
- JobServe Stadium – United Way Colchester
- Stewarding and all other match day activities that come into contact with adults at risk.
- Travel, Events and Tours.

All employees' workers and volunteers are aware of the policy and procedures through induction. Where appropriate further outside and internal on-going safeguarding training is delivered.

Definition of an Adult at risk – Care Act 2014, Section 14.2

An adult at risk is defined as someone aged 18 or over and:

- Has needs for care and support, immaterial if the local authority is meeting any of those needs.
- Is experiencing, or at risk of abuse, neglect, and
- As a result of those needs is unable to protect himself or herself against abuse or risk of it.

Safeguarding adults at risk is defined as: Care & Support Statutory Guidance 2014, Chapter 14.

- Protecting their rights to live in safety and to be free from abuse and neglect.
- People and organisations working together to prevent the risk of abuse and neglect and stop these from happening.

Recruitment and Disclosure

Colchester United Football Club takes the recruitment of staff and volunteers who are going to be working with adults at risk very seriously. Recruitment processes are thorough and conscientiously carried out. This not only helps to ensure that those who are not suitable to work in football are prevented from doing so. It gives the opportunity for the most suitable people to get involved. Recruitment and selection processes adhere to the Protection of Freedoms Act 2012 and the Rehabilitation of Offenders Act 1974.

All staff at Colchester United Football Club in a position of trust are required to undergo regular DBS disclosures, every three years or earlier if required. In addition staff are required to complete a self-declaration, which is required annually.

Selection

Colchester United Football Club actively promotes equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from a wide range of candidates, including those with criminal records. The club Safer recruitment and selection procedures are detailed in the Safer Recruitment Policy.



Colchester United Football Club
Safeguarding Structure 2023-24 – Roles & Responsibilities



Tim Waddington - Senior Safeguarding Manager

tim.waddington@colchesterunited.net or 01206 755102 Ext: 1102



Lewis Robertson – Head of Safeguarding

lewis.robertson@colchesterunited.net or 07718476615

Department Designated Safeguarding Leads:

Sean McQuaid – Stadium Operations Manager

sean.mcquaid@colchesterunited.net or 01206 755119 Ext: 1119

David Gregory – Head of Media

david.gregory@colchesterunited.net or 01206 7551147 Ext: 1147

Corin Haines – Colchester United Community Foundation Chief Executive

corin.haines@colchesterunited.net or 07540 722804

James McFarlane - Academy Manager

james.mcfarlane@colchesterunited.net or 01206 755144 Ext: 1182

Responding to Concerns Flow Chart

An allegation of abuse has been made. This may be relating to a member of staff/volunteer at Colchester United, the carer, or an adult outside the Club.

Stay calm, offer reassurance to the injured party, if they are present, do not promise confidentiality, keep questions to a minimum and refrain from asking leading questions.

If the person is in need of medical attention, telephone for an ambulance, inform the parents/carer's that you are doing so. If the parents/carers are allegedly involved in the abuse, only inform them that the person is going to hospital and do not share any other information. Inform the doctor of your concerns in relation to the protection issues and the Doctor will take the appropriate action.

Contact the relevant Head of Safeguarding, unless the allegation involves them, in which case go straight to the Senior Safeguarding Officer.

Lewis Robertson – Head of Safeguarding
01206 755121/ 07718476615
lewis.robertson@colchesterunited.net

Tim Waddington – Senior Safeguarding Officer
01206 755102 / 07875 961660
tim.waddington@colchesterunited.net

James McFarlane
Academy
james.mcfarlane@colchesterunited.net
01206 755144 Ext: 1182

Sean McQuaid
Match Days
sean.mcquaid@colchesterunited.net
01206 755119 Ext: 1119

David Gregory
Online/ Media
david.gregory@colchesterunited.net
01206 7551147 Ext: 1147

Corin Haines
Community Foundation
corin.haines@colchesterunited.net
01206 755147 Ext: 1147

If within the Academy, Head of Safeguarding and Academy Manager to liaise with the relevant Head of Department regarding follow up actions

Senior Safeguarding Officer, Head of Safeguarding and Designated Safeguarding Officers to inform other professionals within football and externally – as required on a case by case basis

This may include:

Essex Adult Social Care
0345 6037630

EFL Safeguarding Manager
01772 325940
safeguarding@efl.com

Essex Police
101/999
Depending on level of immediate risk

FA Case Management Team
0800 169 1863
safeguarding@thefa.com

Good Practice and code of conduct

Always:

- Listen carefully to adults at risk about his/her needs, take them seriously.
- Treat all adults at risk equally
- Always work in open environments, avoiding private or unobserved areas, encourage open communication with no secrets.
- Make the experience fun and enjoyable.
- Confront any bullying and promote fairness.
- Avoid unnecessary physical contact.
- Where any form of physical support is required it should be provided openly and with the adult at risk consent
- If an adult at risk requires assistance in the changing room ensure that 2 coaches are present at all times.
- If an adult at risk requests to be conveyed in a club's vehicle obtain written consent.
- Challenge unacceptable or inappropriate behaviour.
- Encourage adults at risk to take responsibility for their own behaviour.
- Reward effort as well as performance.
- Record safeguarding concerns, incident and accidents.

All staff, volunteers, Trustees and Project Participants at Colchester United Football Club will be sighted on the Codes of Conduct before engaging in any form of activity and will understand the role they play in protecting adults at risk.

Colchester United Football Club has Codes of Conduct policy which should be made available to all staff..

Photography and film

All images are taken by club photographers who have been briefed by the club Head of Safeguarding or a member of staff on site. Before taking images of adults at risk, the adult at risk if they do not have capacity, his/her carers consent in writing at the start of the session or prior an event will be sought. Photographs/filming will be conducted in an appropriate way and manner.

Searching of Adults at Risk

To ensure the safety for all club activities all adults at risk may be subject to the club's search process. Adults at risk are asked to self-search as the preferred method, however, should the club suspect that the adult at risk may be concealing a prohibited item, consent can be sought from the adult at risk or the carer before a member of staff of the same sex searches the adult at risk.

Supervision of Adults at Risk

The club adheres to best practice guidance from the local authority in relation to supervision of adults at risk.

- One employee to every 10 adults at risk.

Particular activities may require a lower ratio due to:

- Needs and capacity of the adults at risk
- Risk Assessment. Intelligence, environment.
- Expertise/experience of staff.
- Mixed gender adults at risk will require both genders to supervise.

Should the ratio not be suitable a decision will be made if the activity takes place?

Working with External Partners

Colchester United Football Club always ensure external partners and organisations we engage with promote the safety and welfare of adults at risk and this is outlined in contracts/service agreements. External partners and organisations are required to demonstrate competencies in safeguarding and the club assesses this through safeguarding audits. Where the organisation does not have their own satisfactory safeguarding arrangement, they will be expected to comply with the clubs standards.

Consent

Colchester United Football Club's primary concern in safeguarding is the welfare of the adult at risk. Consent should be obtained, where possible, from the adult at risk before a referral can be made to the Local Authority Safeguarding Board or the Police, if a victim. If the adult at risk gives their consent then the member of staff should seek advice from their Designated Safeguarding Lead or Head of Safeguarding. Information should not be given to carers or other adults without the consent of the adult at risk. There are a number of circumstances whereby an external referral can be made without consent.

- Adult lacks capacity – must be properly explored and recorded.
- Emergency or life threatening situation
- Other people are, or may be at risk including children and young people.
- Sharing the information could prevent a serious crime or a serious has been committed.
- The risk is unreasonable high and meets the criteria for a multi-agency conference referral.
- Allegation against staff or volunteers.
- There is a court order or other legal authority taking action.

Responding to Disclosures and Concerns

There is a responsibility on staff to act on concerns. It's not a responsibility to decide whether or not abuse has taken place or investigate. The club will support and protect anyone who reports his or her concern that a colleague is, or maybe abusing an adult at risk. A disclosure is when an adult at risk reports directly to you that they are concerned about another person behavior towards him or her. Steps to be undertaken.

- Take the adult at risk to a safe and quiet place.
- React calmly so as not to frighten the adult at risk.
- Tell the adult at risk that they are not to blame and that he/she is right to tell you.
- If emergency treatment is required do not delay in calling an ambulance.
- Listen to what the adult at risk has to say, but do not ask leading questions. Ask only what is necessary to understand what is being reported.
- Reassure but do not promise confidentiality or an outcome.
- No contact should be made with the alleged abuser.

- Refer the matter to your Designated Safeguarding Lead or Head of Safeguarding immediately
- Recording of full details of concern and those involved on Colchester United Football Club's case management system, MyConcern.

Preserving the Evidence

Firstly, preserve the welfare and safety of the adult at risk. In all cases the preservation of evidence is crucial to enable an effective external agency investigation. Useful tips.

- In physical abuse cases, where an adult at risk wishes to show you an injury, only observe what he/she consent to show you and what is appropriate.
- Do not touch or clean an injury, wash anything or remove fibres, blood or debris. If you have to handle anything keep it to a minimum and tell the investigation authority.
- Do not touch weapons unless they are handed to you directly and place in a safe dry place.
- Preserve anything used to comfort or administer first aid to an adult at risk.
- Remain with the adult at risk until relieved by the police or other investigative organisation.

Procedure for dealing with allegations against staff or volunteers

All staff members at Colchester United Football Club are made aware of the boundaries of appropriate behavior and conduct. These matters form part of staff induction and are outlined in the Staff Handbook/Code of Conduct.

The reporting of any concerns within or outside the workforce is a vital element of maintaining the core values. Individuals are strongly advised to report incidents of malpractice where the law, club policy or protocol has been breached by another member of the workforce. For members of the workforce failure to do so may result in disciplinary or criminal action.

If any member of the workforce has a concern about an adult at risk they have a duty to refer this to a member of the specific safeguarding team. A safeguarding officer will in turn report any concerns to the appointed lead safeguarding officer, or appointed deputy. If there is an immediate risk of harm, a serious injury, or a criminal offence may have been committed, then the Police or other emergency service must be involved at the earliest opportunity.

Making a referral

Where a very serious concern is raised that involved an adult at risk and a member of the workforce is involved in the allegation against the adult at risk, then.

- The Head of Safeguarding and Designated Safeguarding Officer will be informed.
- If there are potential safeguarding issues, the Head of Safeguarding and Designated Safeguarding Officer will inform the HR, the Line Manager, and where appropriate the information will be shared with other agencies including the Essex Safeguarding Board.
- Inform and take advice from the local Police, County Welfare Officer at Essex County FA, the Child Protection Advisor at the EFL and the Safeguarding Team at the FA.

- Where the concerns could be of a criminal nature a referral to the police or social services should be made at the earliest opportunity.
- Where there is a concern raised relating to the behavior of a member of staff towards an adult at risk, there is a need to manage that referral in a swift and confidential manner. The complainant will be updated every 7 days or at agreed interval as requested.

What to do if an adult at risk is in danger of immediate harm

Ensure that the adult at risk is at a safe place away from the alleged perpetrator. The police and social services should be called immediately especially if the situation is beyond the control or experience of the staff dealing. Inform you're Head of Safeguarding, Designated Safeguarding Officer, colleagues or other services who can assist in an emergency.

Types of Abuse & Neglect

There are 10 recognised categories of abuse under the Care Act 2015:

1) Neglect and acts of omission

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.

2) Sexual abuse

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

3) Physical abuse

Assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanction.

4) Psychological/Emotional abuse

Emotional abuse, 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

5) Discriminatory abuse which includes hate crime

Forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

6) Financial and material abuse

Theft, fraud, internet scamming, coercion in relation to an adult at risk'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.

7) Organisational abuse

Neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, 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.

8) Domestic violence where the victim is an adult at risk

Psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence; female genital mutilation; stalking and forced marriage.

9) Modern slavery

Slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

10) Self-neglect which includes hoarding

Neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Contact Details

Colchester United Football Club HR Manager – Holly Berry

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01621 813402

Colchester United Football Club Head of Safeguarding – Lewis Robertson

lewis.robertson@colchesterunited.net

07718476615

Essex Safeguarding Adults Board

www.essexsab.org.uk

0345 6037630

Essex Adults Social Care

0345 6037630

FA Safeguarding Team

safeguarding@thefa.com

EFL Safeguarding Team

safeguarding@efl.com

Review

The club shall review this Policy on an annual basis prior to the start of the new football season, and following a major incident, organisational or legislative change.

Policy Reviewed by:



Lewis Robertson (Colchester United Head of Safeguarding)

August 2023

Policy Approved by:



Tim Waddington (Senior Safeguarding Manager)

On behalf of Colchester United Football Club Board of Directors

August 2023

Next Review – June 2024