

WATFORD



**SAFEGUARDING CHILDREN
& ADULTS AT RISK POLICY**



WATFORD FOOTBALL CLUB SAFEGUARDING POLICY

CHILDREN AND ADULTS AT RISK POLICY

Our mission at Watford Football Club is to create an enjoyable, safe, secure environment for all. We will develop exemplary professionals across the organisation to listen and respond to the needs of our communities.

WATFORD FOOTBALL CLUB BOARD STATEMENT

Scott Duxbury, Chairman and CEO: "Watford Football Club, it's staff, partners and the board of directors take responsibility for safeguarding and promoting the welfare of every child, young person and adult at risk who takes part in any activity at our club. "We will ensure that we provide safe environments for everybody and that our safeguarding policies and Strategic Safeguarding Plan reflects our commitment to this".



WATFORD FOOTBALL CLUB SAFEGUARDING POLICY

PRINCIPLES & PURPOSE OF THE POLICY

Watford Football Club seeks to ensure the safety and well-being of all children and adults at risk who engage in activities with the Club.

In applying this policy and procedures the Club will seek to develop an environment that enables all children and adults at risk to safely participate and enjoy all club activities. This equally applies to the safety and security of those working with and responsible for the activities.

This policy applies to the Club and Academy and is to be observed by all those working with children and adults at risk. The application of this policy and procedures across the Club, promoting safeguarding good practice is mandatory.

THE AIMS OF THE CLUB'S SAFEGUARDING POLICY ARE TO:

- Safeguard all children and adults at risk who interact with the Club and its staff.
- Demonstrate best practice in safeguarding children and adults at risk.
- Provide staff and volunteers with guidance on procedures they should adopt in the event they suspect a child or adult at risk may be experiencing or at risk of harm.

KEY SAFEGUARDING PRINCIPLES.

- The welfare of children and adults at risk is paramount.
- Safeguarding is everyone's responsibility.
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded expeditiously and appropriately.
- Ensuring that staff, coaches, parents and other staff who meet children and adults at risk are good role models.
- Working in partnership with other organisations, children and adults at risk and their parents/ responsible person is essential.



WATFORD FOOTBALL CLUB SAFEGUARDING POLICY

SAFER RECRUITMENT & DISCLOSURE

Watford football Club have put in place a robust recruitment process to reduce the risk to all children and adults at risk from those the organisation employs either paid, agency, consultancy or volunteers.

As part of the Club's safer recruitment and selection process, offers of work for positions which involve 'regulated activity' when working with children and adults at risk are subject to a satisfactory Enhanced Disclosure Barring Service (DBS) check and appropriate references. All offers of work are subject to a satisfactory outcome to the screening process and until a satisfactory disclosure has been confirmed, the individual concerned will not be permitted to commence work. All new employees, workers, consultants, agency staff and volunteers working with children or adults at risk at the Club will be required to complete a self-declaration on commencement of duties.

All employees, workers, consultants, agency staff and volunteers engaged in 'regulated activity' will be required to undergo regular DBS disclosure clearances, normally every 3 years or earlier if requested. Pending DBS clearance and obtaining references from previous employers they will not have unsupervised access to children and adults at risk during their time with the Club.

Should an individual's DBS check reveal any convictions the Club will consider whether the nature of the offence/ offences renders the person concerned unsuitable for working with children and adults at risk. In such circumstances, when the nature of any disclosure has to be considered, a risk assessment will be carried out to assess the information contained within the disclosure certificate. The individual may also be asked to attend an interview prior to a recruitment decision being made.

The Club will ensure that all agency staff and consultants working with children in 'regulated activity' are subject to a satisfactory Enhanced DBS disclosure and sign a self-declaration form prior to engagement.

EMPLOYEE/ WORKER TRAINING

All employees or workers working in direct contact with children and adults at risk shall be required to complete The FA Safeguarding Children workshop and will receive regular training appropriate to their role. Details of those having achieved required mandatory and role specific training will be retained by the Club Head of Safeguarding.

RESPONSIBILITY OF SAFEGUARDING – POSITION OF TRUST & DUTY OF CARE

The Club acknowledges its responsibility to safeguard the welfare of every child and adults at risk who has been entrusted to its care and is committed to working to provide a safe environment.

All employees, workers, consultants, agency staff and volunteers (workers) are accountable for the way in which they exercise authority, manage risk, use resources and protect children from discrimination and avoidable harm.

To ensure best practice at all times staff must be fully aware of this safeguarding policy and procedures and their responsibilities. All staff have a duty of care to keep children and adults at risk safe; this can be exercised through the development of considered, respectful, caring and professional practice between adults and children and adults at risk.

Workers must demonstrate integrity, maturity and good judgement whilst working with children and adults at risk. Any person responsible for a child or adult at risk, whether solely or jointly, is in a position of trust which requires behaviour to be in accordance with this policy.



WATFORD FOOTBALL CLUB SAFEGUARDING POLICY

Examples of positions of trust include (but are not limited to)

- A head of a department,
- Member of community staff or volunteer
- Coaching staff,
- Team manager,
- Scout,
- Physiotherapist,
- Driver,
- Learning mentor/tutor,
- Staff engaged in matchday activity involving children and adults at risk, including supervising mascots, stewards, hosts/hostesses, catering personnel and photographers.

PROTECTING CHILDREN AND ADULTS AT RISK WITH DISABILITIES

For many years children and adults at risk with disabilities were not considered to be vulnerable to abuse. It is now known that this is not the case and that children and adults at risk with disabilities are at an increased risk of abuse and that the greater the disability the greater the risk.

There are a number of factors that contribute to this and these include:

- Lack of friends and peer group to support and protect.
- Intimate/physical and or invasive medical care required. This can make it difficult for the child and adult at risk to know what is an acceptable and unacceptable 'touch'.
- Lack of speech or limited communication, this makes it harder to report abuse.
- Multiple parent/responsible persons – making it harder to identify who may be abusing.
- History of being told what to do and not given choices.
- Being dependent on the abuser for a service or basic need.
- Having medical conditions that are used to explain injuries.

Children and adults at risk with disabilities may also be less valued than their peers and poor care may be observed but tolerated by others. This might include such things as not speaking directly to the child and adult at risk; not offering choices, not moving and handling them safely, not respecting their privacy and dignity, not treating them according to their age; allowing physical restraint to occur, or using derogatory language.

There is no one way to ensure that children and adults at risk with disabilities are fully protected but the safest environments are those that assist children and adults at risk to protect themselves by helping them to speak out. Everyone must do their best to stop abuse from happening and take responsibility for observing, challenging and reporting poor practice and suspected abuse.



POOR PRACTICE AND ABUSE

This takes place whenever staff or volunteers fail to fulfil the highest standards of care and support in their working practice. Poor practice which is allowed to continue can cause harm and can become abuse. Poor practice is unacceptable and will be treated seriously with appropriate action. Please see the Discipline, Grievance and Harassment Policy. An individual may not be aware that poor practice or abuse is taking place, as they may deem the behaviour as 'acceptable'.

The Affiliated Football's Safeguarding Children Policy and Procedures define poor practice as follows:

- When insufficient care is taken to avoid injuries (e.g. by excessive training or inappropriate training for the age, maturity, experience and ability of players)
- Allowing abusive or concerning practices to go unreported (e.g. a coach who ridicules and criticises players who make a mistake during a match)
- Allowing hazing practices to go unreported
- Placing children or young people in potentially compromising and uncomfortable situations with adults (e.g. inappropriate use by a coach of social media with a young player(s))
- Ignoring health and safety guidelines (e.g. allowing young players to set up goal posts unsupervised by adults)
- Failing to adhere to the club's codes of conduct practice (e.g. openly verbally abusing the referee)
- Giving continued and unnecessary preferential treatment to individuals

ABUSE CATEGORIES - CHILDREN - CATEGORIES OF ABUSE: PHYSICAL | NEGLECT | SEXUAL | EMOTIONAL

PHYSICAL

Physical abuse indicators can include an explanation which is inconsistent with an injury, several different explanations provided for an injury, unexplained delay in seeking treatment or reluctance to give information or mention previous injuries.

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.

SEXUAL

Sexual abuse is when adults, of either sex, or other children, use children to meet their own sexual needs. It involves forcing or enticing a child to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening.

EMOTIONAL

Emotional abuse may be difficult to recognise. It is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.



ABUSE CATEGORIES - ADULTS AT RISK NEGLECT AND ACTS OF OMISSION | PHYSICAL | SEXUAL | PSYCHOLOGICAL (INCLUDING DOMESTIC ABUSE) | FINANCIAL | ORGANISATIONAL | DISCRIMINATORY | SELF-NEGLECT | MODERN SLAVERY 1 OF 2

NEGLECT

Neglect and acts of omission include 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.

Neglect also includes a failure to intervene in situations that are dangerous to the person concerned or to others, particularly when the person lacks the mental capacity to assess risk for themselves.

Neglect and poor professional practice may take the form of isolated incidents or pervasive ill-treatment and gross misconduct. Neglect of this type may happen within a person's own home or in an institution/within an organisation/service. Repeated instances of poor care may be an indication of more serious problems. Neglect can be intentional or unintentional.

PHYSICAL

Physical abuse includes hitting, slapping, pushing, kicking, misuse of medication, being locked in a room, inappropriate physical sanctions or force-feeding, inappropriate methods of restraint, and unlawfully depriving a person of their liberty.

SEXUAL

Sexual abuse 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 to which the adult has not consented or was pressured into consenting.

Additional symptoms include:

- Urinary tract infections or sexually transmitted disease
- Signs of sexual activity having taken place e.g. a woman who lacks the capacity to consent to sexual intercourse becomes pregnant
- Pain, soreness, itchiness
- Person discloses fully or partially that sexual abuse is occurring or has occurred in the past
- Person exhibits significant change in sexual behaviour or outlook

PSYCHOLOGICAL

Psychological abuse includes 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. Psychological abuse is the denial of a person's human and civil rights including choice and opinion, privacy and dignity and being able to follow one's own spiritual and cultural beliefs or sexual orientation. It includes preventing the adult from using services that would otherwise support them and enhance their lives. It also includes the intentional or unintentional withholding of information (e.g. information not being available in different formats/languages etc).

DOMESTIC ABUSE

Domestic abuse defined by The Home Office in March 2013 as: "Any incident or pattern of incidents of controlling, coercive or 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."



MENTAL CAPACITY

It is not for the Club, employees, casual workers, agency staff, consultants or volunteers to decide about whether a vulnerable adult lacks mental capacity in relation to the concern in question, but it is useful to have an understanding of the notion of capacity explained below. Definition The ability to decide at a particular time. The starting assumption must always be that a person has the capacity to make a decision, unless it can be established that they lack capacity. The term "lacks capacity" means a person who lacks ability to make a particular decision or take a particular action for themselves at the time when the decision or action needs to be taken. This reflects the fact that some people may be unable to make some decisions for themselves, but will have capacity to make other decisions. For example they may be able to make small decisions about everyday matters such as what to wear or what to eat but lack capacity to make more complex decisions about financial matters. This reflects that a person who lacks capacity to make a decision at a certain time may be able to make that decision at a later date - this may be due to illness or accident. Decisions about mental capacity are made by medical professionals. If you are concerned about the welfare of a vulnerable adult it is important to report your concerns to either a Designated Departmental Safeguarding Officer or the Head of Safeguarding.

Factors to consider when dealing with a person who may have mental health issues;

- Does the person have a general understanding of what decision they need to make and why they need to make it?
- Does the person have a general understanding of the likely consequences of making, or not making, this decision?
- Is the person able to understand, retain, use and weigh up the information relevant to this decision?
- Can the person communicate their decision?

The Statutory Principles

The Mental Capacity Act 2005 sets out five statutory principles

1. A person must be assumed to have capacity unless it is established that they lack capacity.
2. A person is not to be treated as unable to make a decision unless all practical steps to help him/her to do so have been taken without success.
3. A person is not to be treated as unable to make a decision merely because s/he makes an unwise decision.
4. An act done or decision made, for or on behalf of a person who lacks capacity must be done, or made, in their best interests.
5. Before the act is done, or the decision is made, regard must be taken as to whether the purpose for which it is needed can be as effectively achieved in a less restrictive way taking into account the person's rights and freedom of action.

If you are satisfied that the person in question is able to cope with the interaction you are having with them based on the above factors then treat them as you would any other person. If you are concerned that they may not necessarily understand taking into account the above factors then seek advice as stated above. Procedures for Gaining consent: If concerns arise, consent must be obtained from the individual before a referral is made to the Local Safeguarding Adults at Risk Services or the Police. However, if others are at risk of harm the information should be passed to Local Safeguarding Adults at Risk Services or the Police even if consent is not obtained. Information about an individual should not be given to family or carers without consent of the individual. If concerns arise and the individual is unable to give consent to information sharing, a referral should be made to statutory agencies. Family/carers should be informed if involved in the individual's life and not implicated in any way.



WATFORD FOOTBALL CLUB SAFEGUARDING POLICY

RESPONDING TO ALLEGATIONS OR SUSPICIONS OF ABUSE

It is not the responsibility of anyone within Watford Football Club to decide whether or not abuse has taken place.

All staff and volunteers have a responsibility to ensure the safety and welfare of children and adult at risks, including taking appropriate steps (including those set out in this procedure) to ensure that suspicions and allegations of abuse and poor practice are taken seriously and reported immediately and appropriately.

Watford Football Club will assure all staff and volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague or another is, or may be, abusing a child or adult at risk.

Children or adults at risk who may be vulnerable are likely to disclose abuse, or radicalisation to those they trust and how one responds to a disclosure is crucial.

Deal with the disclosure as it happens and ensure that the child and adult at risk's immediate needs are met and that they feel supported. When a disclosure is made, it is most important to understand that you must not investigate the disclosure yourself. The disclosure must always be taken seriously and dealt with according to the guidance in this Policy, even if the truth of the disclosure is uncertain.

You are not expected to act as a social worker, counsellor, judge, jury, or avenge the abuser; you are expected to act in the best interest of the child and adult at risk who may be at risk.

RECOGNISE

Recognising abuse or harm is often not easy.

You need to act when you suspect Harm or Abuse is or has taken place, not just when you are absolutely sure that harm has occurred.

You may not have proof but it doesn't mean you are jumping to conclusions, it simply means you don't have the proof that the abuse is taking place.

As soon as you suspect any kind of Abuse or Harm you should raise the concern

RESPOND

Responding to abuse is vital, and you have a responsibility to report any concerns you have to the safeguarding team and your line manager. You may need to find out the basic facts, ensure you allow the individual to speak without interruption, do not make any judgement. Reassure them and let them know that you are going to have to speak to somebody to ensure that they are safe.

REFER/REPORT

Contact your safeguarding officer or the Head of Safeguarding, if you can't reach them contact your line manager, you should also consider contacting local authorities. For example, the police or social services.

RECORD

You should also make sure you make a note of any disclosure so that this can be recorded on the club's CPOMS system.



WATFORD FOOTBALL CLUB SAFEGUARDING POLICY

Guidance for Dealing with a Disclosure Through appropriate training, staff and volunteers will become more confident in dealing with concerns, allegations and disclosures. The role of staff and volunteers is to:

Child or Adult makes a disclosure.
Staff recognise signs of abuse
Safeguarding concern is raised within a local community

2. Keep calm and reassure the child or adult
Ask for further details
Do not ask leading questions
Explain you will have to pass the information on

3. Allow the child or adult to talk at their own pace
Use their own language and listen attentively
Do not pressure them into telling you things they don't want to disclose
Gather information

4. When a child or adult is at immediate risk of harm keep them at a safe place and make immediate contact with the Head of Safeguarding, Local authorities/police

5. Make a detailed factual report including times, dates, quotes and complete a referral to the Head of safeguarding and ensure the concern is recorded on cpoms (child protection online management system)



SAFE ENVIRONMENT

A safe environment is one where:

- Training in safeguarding and child protection awareness takes place.
- Policies and procedures are known by all and followed.
- There is support for those who report suspicions or concerns.

In addition, safe environments ensure that those working with children and adults at risk have established effective methods of communication with them and this may require additional training and workforce development. Ensure that the child and adult at risk's health needs are known, recorded and that sufficient people know how to respond. This may mean knowing how to manage a seizure or an asthma attack. It may mean ensuring that medication is kept to hand, administered correctly, and recorded.

Ensure a mobile phone is available and switched on.

Discuss with parents or responsible persons any physical care that is required and how this can best be done with respect and dignity. This will usually mean same gender parent responsible person, and consistent parents or supporters. Consideration needs to be given to the balance of the need for privacy with the need for accountability and protection against allegations for responsible persons. This is best done by consulting with parents or the child and adult at risk concerned.

Give the child and adult at risk every opportunity to make informed choices and respect their choice. Have clear strategies for dealing with difficult behaviour that excludes any kind of physical punishment or restraint. Listen to and support children and adults at risk.

Involve children or adults at risk and their families wherever possible. This helps give all children and young people a voice and may act to deter abusers.



WATFORD FOOTBALL CLUB SAFEGUARDING POLICY

WATFORD POSITIVE CULTURE

Watford Positive Culture All employees, workers, consultants, agency staff and volunteers working with children or adults at risk should adhere to the following principles and action :

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Adhere to The Loan Working Policy & risk assessment
- Make the experience of the sporting activity fun and enjoyable. Promote fairness, confront and deal with bullying.
- Treat all children and adults at risk equally and with respect and dignity.
- Always put the welfare of the child and adult at risk first. Maintain a safe and appropriate distance with children and adults at risk and avoid unnecessary physical contact.
- Where any form of manual/physical support is required it should be provided openly and with the consent of the child and adult at risk.
- Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child or young person's consent has been given.
- If groups have to be supervised in changing rooms always ensure coaches etc. work in pairs.
- Request written parental consent if Club officials are required to transport children and adults at risk.
- Gain written parental consent for any significant travel arrangements e.g. overnight stays.
- Coaches are qualified and a qualified first aider is in attendance.
- Ensure that at away events adults should not enter a child and adult at risk's room or Invite children and adults at risk to their rooms.
- Be a good role model, this includes not smoking or drinking alcohol in the company of children and young people.
- Always give enthusiastic and constructive feedback rather than negative criticism.
- Secure written parental consent for the Club to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if needed.
- Keep a written record of any injury that occurs and details of any treatment given using CPOMS reporting system
- Adopt all other good practice/common sense principles given the varying situations.

Challenging poor practice such as racism, sexism, homophobia, bullying, foul, aggressive or provocative language or any controlling behaviour that upsets children or adults at risk is vital. Never ignore bullying or verbal abuse by supporters, parents, coaches, children or adults at risk. Listen to and support the person being targeted. Explain to the bully that poor behaviour is unacceptable. Refer to the WFC Anti-Bullying Policy where appropriate.



WATFORD FOOTBALL CLUB SAFEGUARDING POLICY

USE OF PHOTOGRAPHY & FILM IMAGES

The Club takes its guidance on the use of images from guidelines issued by The FA and Premier League . All images are taken by Club officials who have been briefed by a Club Head of Safeguarding or by a member of the Communications and Marketing Department responsible for the activity being photographed or filmed.

- Before taking images of children or adults at risk, parental consent must be sought in writing, at the start of the season or prior to the event.
- Parents/responsible person are responsible for informing the Club of any change of circumstances within the season which may affect consent.
- Parents/responsible person will be informed of how the image will be used. The Club will not allow an image to be used for something other than that for which it was initially agreed.
- All children or adults at risk featured in Club publications will be appropriately dressed.
- If possible, the image will focus on the activity taking place and not a specific child.
- Where appropriate, images will represent the broad range of people participating safely in the event.
- Club photographers will, where applicable, undertake a DBS check and attend an FA 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 Premier League. Club identification will be worn at all times.
- Children who are the subject of a court order will not have their images published in any Club document.
- No images of children featured in Club publications will be accompanied with personal details such as their home address.
- Recordings of children for the purposes of legitimate coaching aids will only be filmed by Club officials and stored safely and securely at the Club's premises.
- Mobile phone cameras are not to be used in changing rooms.
- Any instances of inappropriate images in football should be reported to a Safeguarding Manger.
- The Club does not put young player profiles with images and personal information on its website.

E-SAFETY

E-safety guidance is designed to protect children, young people and adults at risk who are supported by the Club and CCO and who make use of information technology (such as mobile phones/devices, games consoles and the Internet) as part of their involvement with the Club. The separate guidance is designed to provide staff and volunteers, with the overarching principles that guide our approach to e-safety. This can be found on the club's intranet under HR forms. To ensure as a Club that, we work in line with our values, and also within the law, in terms of how we use information technology and behave online.

LONE WORKING AND ONE-TO-ONE SITUATIONS

A lone worker, for the purpose of this Policy, is defined as a member of Staff or a Partner who is engaged in activities which place them in a situation without direct contact with other Staff and Partners or without direct supervision.

Staff and Partners responsibilities:

- Work in an open and transparent way and avoid conduct which could raise concern or place Children and Adults at Risk of harm.
- Under no circumstances should Staff and Partners visit Children and Adults at Risk in their homes outside agreed work arrangements. Nor should they invite Children and Adults at Risk to their own home or to that of a family member, colleague or friend.
- Ensure that contact by whatever means and meetings with Children and Adults at Risk outside agreed working arrangements never take place without the knowledge and agreement of Watford FC.



WATFORD FOOTBALL CLUB SAFEGUARDING POLICY

SUPERVISION RATIOS

Staff and Partners are expected to provide appropriate supervision of the Children and Adults at Risk in their care at all times. The level of supervision required will vary between activities. Ratios for each Activity should be determined by taking the following into consideration:

- The age, needs, abilities and behaviour of the Children, Young People and Adults at Risk participating.
- The competence and experience of Staff and Partners involved.
- The nature and duration of the Activity.
- Risk assessments and/or intelligence identifying potential behavioural or other issues and risks.
- Staff and Partners must work with Watford Football Club Safeguarding Team when planning activities to ensure that appropriate ratios and supervision arrangements are carefully considered.

CONFIDENTIALITY

Employees, workers, consultants, agency staff and volunteers may have access to confidential information about children and adults at risk in order to undertake their responsibilities. In some circumstances, employees, workers, consultants, agency staff or volunteers may be given highly sensitive or private information. They should never use confidential or personal information about a child and adult at risk or his/her family for their own or others' advantage.

Information must never be used to intimidate, humiliate or embarrass children or adults at risk.

Confidential information about a child and adult at risk should never be used casually in conversation, or shared with any person other than on a need to know basis. In circumstances where the child and adult at risk's identity does not need to be disclosed, the information should be used anonymously.

There are some circumstances in which an employee, worker, consultant, agency staff or volunteer may be expected to share information about a child, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated safeguarding responsibilities.

If an employee, worker, consultant, agency staff or volunteer is in any doubt about whether to share information or keep it confidential, they should seek guidance from the Club's Safeguarding. Any media or legal enquiries should in the first instance be referred to the designated Board Safeguarding Lead. The storing and processing of personal information about children is governed by the Data Protection Act, 1998. For further information on the Club's (and your) obligations under the Data Protection Act 1998, please see the Club's Data Handling & Protection Policy, available on the Club's intranet. This means that employees, workers, consultants, agency staff and volunteers:

- Are expected to treat information they receive about children/adults at risk in a discreet and confidential manner.
- Should seek advice from the Head of Safeguarding if they are in any doubt about sharing information they hold or which has been requested of them.



WATFORD FOOTBALL CLUB SAFEGUARDING POLICY

MATCHDAY

SEARCHING ADULTS AT RISK

To ensure the safety and security for all club activities all Adults at Risk may be subject to our search processes.

Adults at Risk must always be asked to self-search as the preferred method to try to avoid any unnecessary contact being made with them.

However, should the club suspect that the Adult at Risk may be concealing a prohibited item, consent will be sought from an appropriate adult or carer before a suitably trained steward or member of the Security team of the same sex conducts a search of the Adult at Risk while being observed by a supervisor.

No search of an Adult at Risk must ever be carried out in a one-to-one situation.

If the club has any safeguarding concerns in relation to any Adults at Risk or their carers, we may refer these concerns to the appropriate external agencies without further notice. These external agencies include, but are not limited to, our relevant Local Authority bodies (e.g. Adult Services etc.), the Police, relevant health agencies, the Football Association and the Premier League, and Charity Commission where appropriate.

SEARCHING CHILDREN AND YOUNG PEOPLE

To ensure the safety and security for all club activities all children and young people may be subject to our search processes.

Children and young people must always be asked to self-search as the preferred method to try to avoid any unnecessary contact being made with them.

However, should the club suspect that the child or young person may be concealing a prohibited item, consent will be sought from their parent or carer before a suitably trained steward or member of the Security team of the same sex conducts a search of the child while being observed by a supervisor.

No search of a child or young person must ever be carried out in a one-to-one situations.

LOST OR MISSING CHILDREN AND YOUNG PEOPLE

During club activities every effort is made to ensure children and young people remain with their parents, carers or the activity leaders.

Should a child or young person become lost or go missing during a club activity every effort will be made to locate the child or young person as quickly as possible.

Should the child or young person not be located within a reasonable timeframe, contact will be made immediately with their parents or carers and the police to file a missing child/young person's report.

In the event of any such report being made the issue must also be reported to the Safeguarding team at the earliest possible opportunity.

CHILDREN AND YOUNG PEOPLE WHO ARE NOT PICKED UP ON TIME

All parents and carers are always instructed to collect their child or young person on time in line with the instructions given by the club.

Ideally, they should always aim to arrive at least 15 minutes before the scheduled time at which any activity ends.

Should any child or young person not be collected on time, a minimum of two appropriate adults will wait at the venue until the parent or carer arrives.

Staff must never wait alone with any child or young person.

Should the child or young person not be picked within a reasonable time (as a guide this is within 30 minutes of the scheduled finishing time of an activity), then any member of staff waiting with them must contact the Safeguarding Lead for their department or the club's Safeguarding Team.

Should more than an hour pass, without appropriate contact with the appropriate parent or carer, then the club may contact the police and/or Children's services to take care of the child or young person until their parent or carer is contacted.



WATFORD FOOTBALL CLUB SAFEGUARDING POLICY

SAFEGUARDING ALLEGATIONS AGAINST STAFF

Watford Football Club will always take concerns and allegations about employees and volunteers seriously and will respond in a way that places the protection and needs of children, young people and adults at risk first. The procedure will always be followed in respect of all cases where it is alleged that an employee or a volunteer has:

- Behaved in a way that has, or may have, harmed a child, young person and adult at risk. Possibly committed a criminal offence against, or related to, a child, young person or adult at risk.
- Behaved in a way that indicates s/he is unsuitable to work with children, young people and adults at risk. This can include behaviour in their personal life that raises safeguarding concerns.
- The Club will always inform the police when information is received that indicates that the criminal law has been, or may have been, broken. Additionally, the Club will inform other Statutory and Regulatory Authorities / Agencies when it is required to do so or when the circumstances regarding the allegations are such that the Authorities / Agencies should be so notified.
- The Club will work with openness and transparency with all Authorities / Agencies.
- The Head of Safeguarding will have full oversight of any allegations against employees or volunteers who work with children, young people or adults at risk. The Club's Strategic Safeguarding Lead and where applicable the Community Director, will also be informed at each stage of any allegation and or concern. The Head of Safeguarding will hold management responsibility and the Club's Head of HR will hold responsibility for advising on all aspects of the HR processes.
- There will be circumstances when the policy and procedures may be used concurrently with other procedures such as Disciplinary, Whistleblowing and Complaints procedures. In such circumstances, the safeguarding process takes precedence, and other processes may need to be suspended whilst safeguarding processes are completed.
- In circumstances where a whistleblowing event or other complaint is made of which the where safeguarding allegations or concern against employees or volunteers is only minor element nevertheless, the safeguarding concerns must be addressed using this policy and procedure and may require other processes to be delayed.
- Watford Football Club recognises that children, young people, adults at risk, and some employees may have disabilities that require reasonable adjustments to be made to this procedure in accordance with The Equality Act 2010. In such cases, the Head of Safeguarding will make these adjustments in consultation and agreement with the Head of HR. (See separate staff allegations guidance).



WATFORD FOOTBALL CLUB SAFEGUARDING POLICY

PREVENT

Radicalisation & Extremism

The following definitions are taken from the HM Government Prevent Strategy 2011.

Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate on terrorist activity. During the process of 'radicalisation' it is possible to intervene to prevent vulnerable people being drawn into terrorist-related activity.

Extremism is 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 the armed forces. Please note that being drawn into terrorism includes not only violent extremism but also non-violent extremism. Extremism can take several forms, including Islamist extremism, far-right and animal rights extremism for example.

The Prevent Duty is part of the UK Counter Terrorism Strategy (CONTEST), based on the Counter Terrorism and Security Act of 2015. It requires public bodies, including local authorities, the police, prisons, providers of probation services, schools, colleges, and universities to act to prevent people from being drawn into terrorism, ensuring awareness of risks of terrorism.

The Prevent duty applies to those bodies, which include, for example, children's homes and independent fostering agencies and bodies exercising local authority functions whether under voluntary delegation arrangements or via the use of statutory intervention powers. These bodies should ensure they are part of their local authorities' safeguarding arrangements and that staff are aware of and know how to contribute to Prevent-related activity in their area where appropriate.

The Club recognises that some children and young people are more vulnerable to radicalisation, including those who may be isolated/marginalised in society (through mental health or disability) and may have no other support. Children who attend sports activities are not immune from this risk and therefore the Club and FFCF ensure that all staff who work with children and young people are equipped at identifying potential

indicators of abuse in regard to radicalisation and extremism.

There are often no obvious signs of extremism. There are frequent requests for a list of signs, but although changes in behaviour and dress are often cited as signs of extremism these will often be signs of perfectly normal behaviour, particularly among young people in their late teens and early 20s.

There are some physical signs that would indicate concerns relating to extremism such as the tattoos that far right organisation supporters will sometimes display.

You are not expected to be aware of the significance of tattoos but if you are worried about someone with what you think may be far right tattoos you should pass the details on to a Safeguarding officer. They can contact local Prevent coordinators for help if needed.

You should follow the Notice, Check, share approach used by provider organisations.

Notice: you should be aware of any behaviour which leads to any safeguarding concerns including Prevent duty related ones.

Check: you should check what their concerns.

Share: you should refer any concerns to the safeguarding officer or team.

Any concerns you have will usually be similar to other Safeguarding concerns. These may include changes in behaviour; you should use your judgement to decide when these are worrying and when they are within the normal range.

There are concerns which should always be passed on such as:

- evidence of sharing of extremist websites
- evidence of homophobic.
- religion based or racist bullying

It is your own judgement which will lead you to decide to refer a Safeguarding concern whether that relates to extremist exploitation or any other kind of exploitation

It should be noted that individuals taking their religion more seriously, choosing to grow a beard or wearing a headscarf for religious reasons are NOT signs of extremism.



LATE COLLECTION OF CHILDREN

It is the parent/carer's responsibility to ensure that their child is dropped off and collected by a responsible person if it is not safe for the child to walk home unsupervised.

Unless written permission has been given for the child to walk home alone or to be picked up by another individual, coaches should not discharge the child from their responsibility.

Whether a child has participated in a training session, fixture or is arriving back from a trip or tour, when collected parents must use the designated waiting area outside reception and not congregate inside the reception area to ensure safe access to all fire exits.

Staff have a responsibility to ensure that they have signed all children out appropriately. For Academy activities the following applies:

Only players who have been given prior written permission to walk home alone may do so. These players must still sign out on the register; and

Any player being collected by their parent/carer who does not have permission to walk home alone must be signed out by parent/carer before they leave.

All parents / carers are made aware that their children should be met no later than 15 minutes after an activity has finished.

Should a child not be collected within 15 minutes, coaching staff have emergency contact numbers and should communicate with the phase lead to seek alternative numbers if necessary. In the event that a child is not collected on time, a minimum of 2 coaching staff and/or responsible adults will wait at the venue until the parent / carer arrives. A young person should not be left alone with member of staff unless it is absolutely unavoidable and in this instance a manager or head of department should be notified immediately.



APPENDICES

List of Appendices

Appendix 1 - signs and indicators of abuse

Appendix 2 - Safeguarding allegations against staff policy

Appendix 3 - Other applicable Club Policies:

- Bullying & Harassment Policy (Employment Policy).
- Data Handling and Protection Policy.
- Disciplinary Policy (Employment Policy).
- Equal Opportunities Policy (Employment Policy).
- Grievance Policy (Employment Policy).
- Health & Safety Policy.
- Confidential reporting Policy.
- PREVENT Guidance.
- Staff Safeguarding Allegations Policy

Relevant Legislation/Regulations:

- Children Act 1989.
- Children Act 2004.
- Crime and Disorder Act 1998.
- Data Protection Act 1998.
- FA Safeguarding Children Rules.
- FA Respect Codes of Conduct.
- Human Rights Act 1998.
- Police Act 1997.
- Premier League Guidance for Safer Working Practice.
- Premier League Rules.
- Protection of Children Act 1999.
- Protection of Freedoms Act 2012.
- Rehabilitation of Offenders Act 1974.
- Safeguarding Vulnerable Groups Act 2006.
- Sex Offenders Act 1997.
- Sexual Offences Act 2003.
- Youth Evidence & Crime Evidence Act 1999.
- Working Together 2018
- Keeping Children Safe in Education 2020

Please note that these lists are not exhaustive.

Appendix 4 - Key Safeguarding Contacts

Head of Safeguarding - Watford FC - 07825 595762

Police - 101 or 999 in an emergency

Police - Child Abuse Investigation Unit - 01707 354 000

Hertfordshire Children Schools and Families (24hrs) - 0300 123 4043 FA NSPCC - 0808 800 5000

Child Line - 0800 1111

www.notinourcommunity.org Protecting against grooming & sexual exploitation