



PETERBOROUGH UNITED FOOTBALL CLUB

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PETERBOROUGH UNITED FOOTBALL CLUB SAFEGUARDING CHILDREN POLICY 2022-23

Written; June 2022

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1. Key safeguarding terminology and definitions

Child

This is defined in the children's act 1989 (amendment, 2004) as anyone under the age of 18.

Working Together 2018, state that safeguarding children is defined as, protecting children from maltreatment, protecting children from harm, abuse and neglect, preventing impairment of children's health or development, and ensuring that children have access to the care and support they need.

Abuse

Is a violation of an individual's human and civil rights by another person or persons.

Adult safeguarding

Is when we are protecting a person's right to live in safety, free from abuse and neglect.

Capacity

This refers to an individual's ability to decide at a particular time, for example when they're under considerable stress. The starting assumptions must always be that a person has the capacity to make decision unless it can be established that they lack capacity (Mental Health Capacity Act 2005)

The Club

This is when the policy is referring to Peterborough United Football Club (PUFC), its staff and all activities it undertakes. In certain circumstance, it may also refer to third parties with an entrusted responsibility for delivering Club supported activities.

Staff

The word staff is referring to any persons employed and receiving payment for services from the Club. This is irrespective of the length or nature of their contract.

Volunteers

The word volunteer is referring to a person who freely offers their time to take part in a task, event or enterprise with the Club and their own expense, in terms of time and or resources.

Child

This is defined in the children's act 1989 as any person under the age of 18.

Safeguarding

Preventative and reactional measures taken by the Football Club to ensure the risk of harm or mistreatment to the welfare of vulnerable groups is minimised. The health or wellbeing of children is not impaired when engaging in Club activities, and creating and maintaining an environment that allows children to be cared for safely, allowing for the best possible outcomes for them and provides them with the best life chances possible.

Welfare

The health, happiness and fortunes of an individual and the welfare aspects of their life, including personal need and physical and mental development.

Rules, Regulations and Guidance

The Football Club is governed by the legislation and rules/regulations set out by several key governing agencies including the Government, Football Association (The FA) and the English Football League (EFL).



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The Club recognises its responsibility to maintain regular communication with the Local Authorities of Peterborough and Cambridgeshire. The communication of the Club with the Local Authorities is centred upon supporting the Club with; reporting and monitoring safeguarding incidents, sharing of best practice, sharing of information, changes in legislation, sharing of important local area information and workforce best practice, training and development and any other relevant appropriate Safeguarding support.

Police

The Football Club is situated within the county of Cambridgeshire, therefore falling under the banner of Peterborough and Cambridgeshire Police Force. The force is responsible for the prevention and detection of crime and the maintenance of public order.

Match Day Key Staff

This is a team of staff who are employed by Peterborough United to organise and oversee the operations of a Match Day or event within the Weston Homes Stadium. These includes Football personnel such as

- The CEO
- The Safety Officer and their team
- The Football Club's Operations Manager
- Safeguarding Leads
- Police Force
- Medical personnel



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2. Introduction and Scope

2.1 The aims of this policy

This policy is in conjunction with all Club official policies and not in replace of them, it is to best enable the Club to be able to safeguard all children who interact within the Football Club. All Club policies and procedures can be found on the Club website - <https://www.theposh.com/>

This policy is to demonstrate best practice in the area of safeguarding children, so we are able to provide protection for adults at risk who receive services from Peterborough United Football Club.

Providing staff and volunteers with guidance and clear instruction on procedures they should follow in the event that they should suspect a child may be experiencing or be at risk of harm.

Ensuring that staff, parents and any other adult that comes into contact with a child understand their safeguarding responsibilities and provide and promote role model behaviour.

For the promotion of high and ethical standards throughout the Football Club.

The safety and welfare of children under the care of PUFC is paramount. All participants and visitors to the Club within all Club activities have a right to feel safe and be safe. All members of staff and volunteers have a duty to keep adults at risk safe and help protect them from abuse, exploitation and poor practice, and have their welfare promoted. Staff have a 'duty of care' to keep children safe and help protect them from abuse or harm. All managers must ensure that their staff understand and apply that duty at all times.

All uncertainties, reports and or allegations of abuse will be taken seriously and immediately investigated thoroughly, which may involve the appropriate local authority teams, the English Football League and the County FA or The Football Association where necessary.

Peterborough United Football Club acknowledge' s its duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory requirements and responsibilities, government guidance, recognised best practice and complies with The FA and English Football League ruling. All members of staff at the Football Club have a 'duty of care' towards the children that they come into contact with while in Club employment, to keep them safe. This can be done through respectful, caring and professional relationships between adults and children.

The Football Club expects all staff, players, volunteers, parents, contractors and guests to share this commitment. The Club commits to employing a Senior Safeguarding Manager and Head of Club Safeguarding who implement, maintain and monitors best practice throughout the whole Football Club.

This safeguarding policy is applicable to the season of 2022/23 and will be monitored and reviewed a minimum of once a year, or whenever there is a change in legislation, organisational change or following any learning learnt outcomes or serious case reviews. Any review and changes in the policy will be conducted in consultation with the Local safeguarding adults board, The Board of the Club, Senior Safeguarding Manager and Head of Club Safeguarding.



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3 Managing Club Behaviour

The Football Club takes a positive approach to behaviour management and, where necessary, develops policies that all its staff must apply.

Such policies will recognise the following general principles:

1. Every person is different and as such have their own individual needs
2. All participants should be encouraged to help develop their own codes of conduct or have clear and well communicated guidance on expectations
3. Behaviour is usually a reflection on how a person is feeling
4. Staff should recognise that many other factors can affect behaviour – weather, hunger, medical conditions and/or medication and account for these in any action taken
5. Challenging, aggressive or violent behaviour presents risks to the individual and others, and physical intervention with any individual displaying such behaviour is only ever a last resort in exceptional circumstances – any response must be reasonable and proportionate.
6. Training will be provided to members of staff who may experience challenging behaviour (Match day stewarding team)
7. Physical punishments will never be used by our staff, though diffusion and de-escalation techniques may when necessary, (Match Day Stewarding team) and
8. All significant incidents should be recorded through the correct procedures in place by the Football Club and passed to the Head of Club Safeguarding within 24 hours of the incident. All match day interventions must be notified through to the Safety Officer in the control room via means of radio communication or face to face as soon as possible.

4 Data Protection in Safeguarding

The Football Club takes the matter of data protection seriously in respect of children.

The Club will apply the principles set out in the General Data Protection Regulation (GDPR) and other current relevant data protection legislation including the Data Protection Act 2018 in respect of our data collection activities. Further information is contained in the Club's Data Protection Policy & Privacy Notice.

We will seek the consent of the adult or parental consent in relation to a child if, the collection or use of information is likely to result in:

1. Disclosure of an adult at risk's name and address to a third party, for example as part of the terms and conditions of a competition entry or partnership activation
2. Use of an adult at risk's contact details for marketing purposes
3. Publication of an adult at risk's image on a website that the public can view (subject at all times to the Club's terms and conditions relating to access to Weston Homes Stadium on matchdays) or
4. The collection of personal data about third parties, for example where an adult at risk is asked to provide information about his or her family members or friends.

In the event a family member of an adult at risk or the adult at risk themselves asks for a photograph to be removed, this shall be done without delay.



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5 Club Photography and Videos

5.1 Celebrating Activity with Photography and Video Images

The Football Club welcomes photographs and images that celebrate the sport, the values and objectives of the Club, and positive reflections of our Club operations. We understand however that photography and video imagery and its use can present difficulties, risk and sensitivity in a range of circumstances. During the course of our activities an adult at risk's image may be captured by official Club appointed Photographer/Videographer in digital photographs and film. These images may then be used by Club staff in both internal and external news and marketing publications and online via websites and Club official forms of social media.

5.2 Data Protection Law and Photograph

Data protection law may apply to the photography of an adults at risk at Club activities. Where it applies and where practical, if images are captured by a member of staff or for Club purposes, informed and specific consent from the adult at risk themselves should be obtained (see Consent for photography and video images below).

If in any doubt a picture should not be taken.

5.3 Video or Photographs

The recording of training and or match footage is obtained throughout the season via different source and media outlets.

No footage is taken for scouting purposes.

As such, all those responsible for the recording of this footage and images must:

1. Adhere to this policy
2. Take responsibility for the safe storage and distribution of the images
3. Give due consideration to the dignity and protection of those involved; and
4. Obtain specific additional consent from the adult at risk where there are changes to the planned use of the footage/photographs which will lead to a wider distribution of the images/videos than originally anticipated.

All video footage or photographs taken will only be captured and/or stored on Peterborough United Football Club IT devices.

No staff under any circumstance should use their own devices for this purpose.

5.4 Consent for Photography and Video Images

Where an activity may allow for the capture, and thus use, of a participant's image, the manager responsible must notify the Head of Club Safeguarding in order for them to issue the appropriate documentation (forms and guidance) and associated processes to allow for the management of parental consent for children, or participant consent in respect of an adult at risk.

The documentation and processes must ensure informed and specific consent is obtained for the use of any images, however captured, and that those individuals understand what they are consenting to and why.

5.5 Right to Choose Not to Consent

Other than on match/event day, all individuals have the right to not give consent, and it is their right to revoke their consent to being photographed/filmed at any point. Club staff will endeavour to make suitable arrangements to apply any restrictions required whilst also minimising the disruption to normal Club activities.

5.6 Match Day, Events, Incidental Image Capture and Implied Consent

Large crowds for match days and events do create further issues with consent and image use.

At events such as matches, concerts and special events, consent is assumed to be 'implied' in that any person attending should expect that their image may be captured or broadcast.



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In any situations where an adult at risk may be subject to 'incidental image capture' (i.e. they are in the background behind a main subject) and they do not wish it to be used, then the Football Club will endeavour to remove it from circulation where it is practical to do so and where there are reasonable grounds to do so.

The Club recognises that in some circumstances parents, other family members and friends may wish to take photographs of their children or relatives in Club activities.

Where a member of staff, child or parent or adult at risk has a concern about the capture and use of images, they should report it immediately to the activity organiser, Head of Club Safeguarding or a member of the Clubs Designated Safeguarding Team.

5.7 Parents, Other Children and Other Photographs/Videos

The Club recognises that in some circumstances parents, family members and friends may wish to take photographs and videos of the child during an activity. With most smart phones people have instant connectivity to the world web, the scope for the capture and sharing of photographs and videos has therefore increased dramatically and as such Club staff should firmly and fairly apply the policy.

In general, members of staff and other appointed photographers capturing images and videos must avoid;

- Using their own/personal equipment to capture images of children in Club related activities
- Photographs and videos of children in changing rooms or where a child is not fully clothed
- Photographs and videos of children who do not wish to be in the image or footage
- Photographs and videos of children where consent from their parent/carer has not been obtained
- Photographs and videos of children where they are more vulnerable i.e upset, injury, illness, unnatural positions
- Photographs and videos of children that are sexually suggestive or provocative, or;
- The inclusion of the child's full name in any captions, video, kit or reports.

Where a member of staff, child or parent has a concern about an image or footage they should report it immediately to a member of Peterborough United staff, who will follow the correct channels in reporting this through to the Safeguarding team.

6 Residential Accommodation

The Club may in the course of its activities be required to provide both short and long term accommodation for participating minors. This may be from arrange of settings and involve Club staff, such as;

- Trips and Tours
- Players living in Club provided accommodation
- Game day overnight stays

It is important that wherever these situations arise, the highest level of diligence is provided to the arrangements.

The Football Club follow the EFL guidance for operating trips, tours and residentials when arranging such events.

The Club have further information on Club accommodation in the Peterborough United Club Accommodation policy.

7 Legislation

The practices and procedures within this policy are based on the principles contained within the United Kingdom legislations and Government Guidance and have been developed to complement the safeguarding adults board policy and procedures.

They take the following into consideration

- The Care Act 2014
- The Protection of Freedom Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012



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- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Sexual Offences Act 2003.
- The Human Rights Act 1998
- The Data Protection Act 198

8 Contact Information and Roles and Responsibilities

The Club Safeguarding Team are;

- Liz Elsom – Senior Safeguarding Manager
(e) liz.elsom@theposh.com (l) 01733 865947
- Kayleigh Stent – Head of Club Safeguarding (Matchday safeguarding Officer/ Mental Health First Aider)
(e) Kayleigh.stent@theposh.com –(m) 07772 570113 – (dl) 01733 979131

Designated Safeguarding Team (Monday to Friday 09:00 to 17:00, agreed weekends);

- Angus Meichan – Academy Player Care and Lead Designated Safeguarding Officer
(e) angus.meichan@theposh.com (l) 01733 865947
- Mark Tyler – Designated Safeguarding Officer
(e) mark.tyler@theposh.com (l) 01733 865947
- Fraser McNab – Designated Safeguarding Officer
(e) fraser.mcnab@theposh.com (l) 01733 865947
- Matthew Dye – Designated Safeguarding Officer
(e) matthew.dye@theposh.com (m) 075510 07928 (l) 01733 865947
- Ryan Semple – Designated Safeguarding Officer
(e) ryan.semple@theposh.com (m) 078430 838686 (l) 01733 865947
- Elio Salerno – Designated Safeguarding Officer
(e) elio.salerno@theposh.com (m) 079833 35387 (l) 01733 865947
- Paolo Di Fabrizio Designated Safeguarding Officer
(e) paolo.difabrizio@theposh.com (m) 074633 3226 (l) 01733 865947
- Christopher Abbott – Match Day Designated Safeguarding Officer/ Mental Health First Aider
(e) fans@theposh.com (l) 01733 865947 (m) 077602 22487

8.1 Senior Safeguarding Manager (SSM) and Head of Club Safeguarding (HOS)

The Senior Safeguarding Manager and Head of Club Safeguarding for the Club have the overall responsibility to oversee and direct the safe provisions of all activities and associated training relating to adults at risk. A strategic role providing leadership and guidance on all safeguarding matters and relevant legislation, along with implementing safeguarding awareness and best practice across the Club.



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The Senior Safeguarding Manager and Head of Club Safeguarding attend regular safeguarding training and maintain an up to date knowledge base of relevant legislation, regulations and best practice.

8.2 Designated Safeguarding Officers (DSO)

The Designated Safeguarding Officers support the Head of Club Safeguarding to pro-actively promote and raise safeguarding awareness, they assist with responding to safeguarding concerns and allegations and are therefore strategically based throughout all Club and Academy activities when required.

The HOS will ensure that suitable policies and procedures are in place. Ensuring that all DSO's are appropriately and adequately trained to prevent or aid with the dealing of all safeguarding issues.

The DSO's will work with the HOS and SSM to support the implementation of the Club's safeguarding policies and procedures.

DSO's will contribute to the maintaining and improving of safeguarding policies and procedures.

They will advise others working with children and adults at risk on the implementation of the Club's policies and procedures to safeguard and promote the welfare of vulnerable groups.

DSO's will support the SSM and HOS in ensuring that all staff within any capacity understand their individual responsibilities to safeguard and promote the welfare of children and adults at risk.

8.3 Match Day Key Staff

The Match Day key staff support the Head of Club Safeguarding and Safety Officer (SSO) to pro-actively oversee the operational side of a match day and to promote and raise safeguarding awareness. They assist where applicable with responding to safeguarding concerns and allegations.

The HOS will ensure that suitable policies and procedures are in place.

The HOS and SSO will support Human Resources with all relevant training is required to prevent or aid with the dealing of all safeguarding issues.

The Match Day Key staff will work with the HOS and SSM to support the implementation of the Club's safeguarding policies and procedures.

9 Safeguarding and the Clubs Staff

Safeguarding is also about ensuring that all employees, volunteers, contractors and Club partners understand the role they play in the protection of children.

All staff, volunteers Club partners are made aware of this policy. When being issued out to Club partners it is the responsibility of the recipient to ensure that it is effectively distributed to all those who will come into contact with either Peterborough United site (Weston Homes Stadium and idverde Training Ground)

All involved must work professionally and consistently to help keep children at the Club safe, but they must also keep themselves and their colleagues safe from having allegations made against them by maintaining professional boundaries and avoiding behaviour that may be misinterpreted by others. In turn this has a direct impact on maintaining the reputation of the Football Club.

10 Positions of Trust

As a result of the roles and authority that any members of the Football Club's staffing team hold, they are considered to be in a position of trust in relation to those in their care. Thus, carrying authority, status, power and responsibility.

If the staff involved are positive role models, displaying high moral and ethical standards the impact on adult at risks development can be significant. Thus, meaning that staff in a position of trust must not abuse their power for personal advantage or gratification or that of others. Any such abuse will be regarded as gross misconduct. All reports of abusing a position of trust must be reported through to any member of the safeguarding team or Match Day Key Staff.



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11 Resources, Training and Recruitment

11.1 Identified resources

The Football Club will ensure that there are qualified and designated individuals within the Club that will take the lead on ensuring that the Club does all it can to meet its statutory and moral obligations.

11.2 Safeguarding training and inductions

A safeguarding induction is provided to all staff within their first month of employment.

Staff will be expected to complete the EFL's safeguarding essentials online workshop, and where required complete the FA Safeguarding children course. This must complete the recertification every two years.

All members of the safeguarding team are required to complete the FA Welfare officers course.

All Safeguarding policies and information will be issued out and or uploaded to the Clubs online portal MyConcern.

All staff and volunteers working within any department of the Football Club will be expected to read all safeguarding documents as part of their induction process and their individual continual professional development, this information will be uploaded onto the Clubs Safeguarding training matrix which is held by the Head of Club Safeguarding.

Peterborough United are registered with an online disclosure to conduct DBS (Disclosure and barring service) checks. All staff within roles that involve continual close contact with children and adults at risk will be required to complete a DBS. This will be undertaken upon appointment within their Club role and again every three years throughout the individual's association with the Football Club.

11.3 Safer Recruitment

Peterborough United have a safer recruitment policy which sets out in detail the processes that the Club will undertake in ensuring staff are suitable to work with children and or adults at risk.

11.4 New Appointments

All staff who work at Peterborough United will be required to complete the English Football League' self-declaration form at the start of each season.

All offers of work are subject to the outcome of the screening process which is in place by the Football Club's Human Resource (HR) department. Until such time that the outcome of the screening process is satisfactory to HR will not be permitted to work with children or adults at risk.

Peterborough United is committed to equal opportunities to staff and therefore a positive DBS will not necessarily result in a bar from working for the Club. Should a positive DBS check be received, a risk assessment will be carried out by the SSM, HOS and HR (DBS investigation panel) to assess the information contained within the check. The member of staff may also be asked to attend an interview prior to a recruitment decision being made. The rehabilitation of offenders act and protection of freedom act will be considered in all cases before a final decision is made.

11.5 New Appointments who already hold an in date and clear DBS

If a new member of staff has been subject to a DBS check by their previous employer, the Club will still be required to do a further check unless that check was undertaken in a football context and is showing as in date and clear on the Whole Game System.

11.6 Work Placements

Peterborough United Football Occasionally offer work experience placements. This placement is overseen by the department lead, the HOS will ensure that the individual on placement will receive the same induction training as staff and volunteers.



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11.7 Equal Opportunities and Equality

Peterborough United Football Club is committed to providing equal opportunities for all staff, players and supporters. (A copy of the Equal opportunities and equality policy can be obtained from the Club website)

11.8 Contractors

All external contractors engaged with Peterborough United Football Club are required to share safety records, safety policy, liability insurance, RAMS and details of the competent persons on site prior to commencing any work. All contractors are overseen by the Clubs Operations Team.

All contractors will be issued a copy of the Football Clubs safeguarding policies and procedures prior to arrival on site to work.

11.9 Service Level Agreements

The Club is commitment to safeguarding is outlined in all partnership agreements, services level agreements and any other agreement that are in place with any services provider.

12 Activities of a Disabled Person

All activities carried out for disabled persons are carried out under the guidelines of the equality act 2010. Where an adult that comes into contact with the Club additional needs (for example, they may have a learning difficulty or may use a different language) it is important that staff ensure that they have an appropriate adult, advocate or other person to support them. On a Match Day, the supporter liaison officer will be in attendance to all safeguarding matters or concerns that the HOS is deployed to in order to provide the service of an appropriate adult or advocate if required.

13 Consent and Best interest

We will always respect the right of a child to have their say when a decision that could affect them is being taken. The Club will take their views into consideration and will always act in their best interest when decision is being made, especially when a child is at risk of harm or may have come into harm already.

The child's parent/carer will also be consulted, and consent will be received as a course of action before any decision or action is taken, unless this may put the child at increased risk of harm.

Care must be taken when permission is being sought of all those with parental responsibility for that child. where a parent/carer cannot give consent at the point where it is required, staff and the safeguarding team will always act in the best interest of the child involved.

14 Whistleblowing Policy

Whistleblowing refers to making a protected disclosure under the public interest disclosure act 1998. By encouraging a culture of openness Peterborough United Football Club wants to encourage all staff, volunteers, players and supporters to raise issues, which concern them at work. All personnel involved with the Football Club have the right and duty to raise any matters of concern they may have about the services being offered by Peterborough United Football Club or serious malpractice associated with them.

Staff may be worried that by reporting such issues they will opening themselves up to victimisation or detriment or risking their job security. However, all staff are protected by law if they raise concerns in the right way. Providing that they are acting in good faith, it does not matter if they are mistaken.

Any issue or concern raised will be addressed quickly and effectively. This issue or concern will be dealt with by HR or HOS and SSM if it is a Safeguarding issue or concern.

Further information can be found in the Clubs whistleblowing policy.

Alternatively, individuals can consult the FA/NSPCC Whistleblowing Helpline on 0800 028 0285 or the police/local authority



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15 Referral Management

Where a concern is raised relating to the behaviour of towards an adult at risk by a member of Club staff there is a need to manage that referral in a swift, appropriate and confidential manor with the direction and assistance from the Senior Safeguarding Manager and Head of Club Safeguarding.

15.1 Allegations against staff and volunteers

The responsibility of responding to concerns, allegations or disclosures in respect of staff and volunteers rests with the Senior Safeguarding Manager and Head of Club Safeguarding who will pass this information onto the Football Clubs CEO and Human Resources.

A staff members knowledge of a concern, allegation or disclosure place responsibility on the individual member of staff whatever their role. To ensure the correct processes are followed the individual staff member must;

- Report the information to the Head of Club Safeguarding who will report into the SSM or, to a designated Safeguarding Officer who will report it into the HOS who will then report in as above.
- Make a signed, dated and timed recorded of what has been noticed, said and done and hand over to the SSM or HOS.
- Ensure they maintain complete confidentiality.

16 What is abuse and how to respond

16.1 Definitions of poor practice and abuse

Poor practice is unacceptable and will be treated seriously with appropriate actions.

Any behaviour that breaches existing policies, procedures and codes of conducts, oversteps an individual's human rights and or reflects a failure to fulfil the highest standards of care is an indication of poor practice.

An adult at risk may not be aware that poor practice or abuse is taking place, as they may deem the behaviour as acceptable.

16.2 What is abuse

Abuse is a violation of an individual's human and civil rights by another person or persons. Abuse may consist of a single act or repeated act. It maybe physical, finical, verbal or psychological or an act of neglect or oversight to act. It may occur when an adult at risk is persuaded to enter into a finical or sexual transaction to which they have not consented. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

16.3 Types of abuse and neglect

There are different types and patterns of abuse and neglect and different circumstances in which they may take place.

The care act 2014 identifies the following as an expressive guide and is not intended to be exhaustive list as to the sort of behaviour which could give rise to a safeguarding concern. A full copy of the Clubs abuse policy can be seen within the Clubs safeguarding policy.

Remember, it is not the responsibility of staff (permanent or casual) or volunteers to decide if abuse has taken place, but it is their responsibility to act on many concerns, in accordance with this procedure.



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16.4 Signs and indicators of abuse and neglect

Abuse can take place in any context and by all manner of perpetrator.

There are many signs of abuse and indicators that may suggest someone is being abused or neglected, these can be found in the Peterborough United Safeguarding Policy.

17 The Care Act 2014

The care act came into play in April 2015 and places further obligations upon statutory agencies relating to care and support for adults and the law relating to support for carers, to make provisions about safeguarding adults from abuse and neglect, to make provisions about care standards, to establish and make provision about health education England, to establish and make provision about health research authority, to make provision about integrating care and support with health services and for connected purposes.

18 The Mental Capacity Act 2005

The mental capacity act 2005 provides a statutory framework to empower and protect people who may lack capacity to make decisions for themselves and establishes a framework for making decisions on their behalf. This applies whether the decisions are life-changing events or everyday matters. All decisions taken in the safeguarding process must comply with the act.

18.1 Definition

Capacity is the ability to make decisions at a particular time. the starting assumption must always be that a person had the capacity to decide, unless it can be established that they lack capacity. The term 'lack capacity' means a person who lacks judgement or understanding to make a particular decision or take a particular action for them at the time when the decision or action needs to be taken.

19 Consent Issues

If concerns arise consent must be obtained from the individual concerned before a referral is made to adult services or the police. However, if others are at risk of harm the information should be passed to adult services or the police even if consent is not obtained.

Information about the individual should not be given to the 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/ families and or carers should only be informed if this does not place the person concerned at risk of harm/ staff should seek guidance from the SSM or HOS immediately.

19.1 What to do if you have a concern or someone raises a concern with you.

- It is not your responsibility to decide whether or not an adult has been abused. It is, however, everyone's responsibility to respond to and report all concerns.
- If you are concerned someone is in immediate danger, contact the police on 999 straight away then notify the HOS. (where you believe a crime has been committed you must always notify the police, this can also be done by the HOS)
- Matchdays - safety team (i.e stewards) - When raising your concern please do so through radio communication to the control room who will deploy the Match Day Safeguarding where necessary. (Please be mindful of confidential information handed over through radio communication, where appropriate inform the control operator that you believe it is a safeguarding issue or concern and that minimal information needs to be communicated)
- Matchdays- No safety team, all concern should be raised immediately with the Match Day Safeguarding officer.
- Non-Matchdays - All concerns should be raised through the Clubs online portal MyConcern



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- It is always good to seek the adults view on what they would like to happen next and to inform the adult you will be passing the concern onto the HOS
- It is important you keep the adult informed of any decisions and action taken about them and always consider their needs and wishes

19.2 How to respond.

- Remain calm and professional
- Actively listen
- Make a note of your concern
- Make a note of what the person has said using their own words only and as soon as practical upload the concern onto MyConcern (Matchdays verbally through to the control room who will deploy the Match Day Safeguarding Officer where necessary, please be mindful of confidential information handed over through radio communication, where appropriate inform the control operator that you believe it is a safeguarding issue or concern and that minimal information needs to be communicated)
- Remember to make it safeguarding personal
- Discuss your safeguarding concerns with the adult, obtain their view of what they would like to happen, but inform them its your duty to pass on your concerns to the HOS or SSM
- Follow the MyConcern reporting procedure and log as much factual detail as possible
- If the concern is urgent and relates to the immediate safety of the adult at risk then contact the police immediately on 999, then when possible notify the HOS.

If the concern requires immediate attention please contact a member of the safeguarding team or should you wish to report to the Head of Club Safeguarding then please do so, should the HOS be uncontactable please contact the Senior Safeguarding Manager.

If your concern relates to a sexual assault that has taken place within the last 7 days, you must notify the HOS, SSM at the time you are advised. The HOS or SSM will attend you location and the police will be immediately notified. The HOS or SSM will take over.

If your concern relates to immediate welfare of an adult at risk, call the police immediately on 999.

20 Prevent and Safeguarding

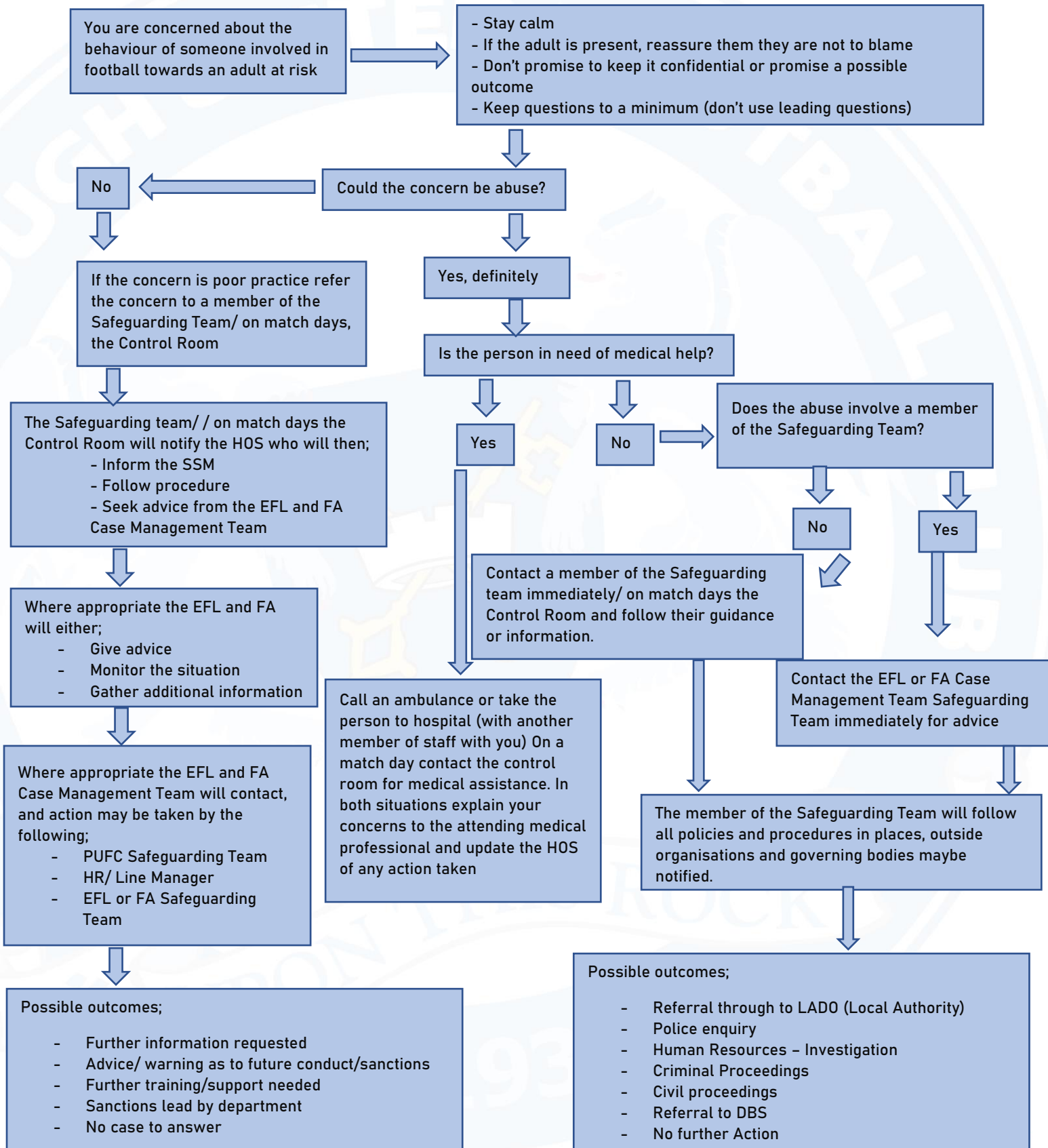
Safeguarding from radicalisation is no different to protecting from other forms of harm. Staff are not expected to be an expert in identifying signs of radicalisation and extremism but need to be vigilant and ensure that they respond appropriately to any concerns they may have. The same procedures for safeguarding should be followed for radicalisation.



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21 Dealing with Concerns in a Football setting at Peterborough United Football Club



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