



Blackpool FC Community Trust

Safeguarding Adults at Risk Policy

January 2018

Review January 2019

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1. INTRODUCTION

At Blackpool Fc Community Trust the safety and welfare of our adults at risk is of the utmost importance. Because of the day-to-day contact with adults at risk, our staff are well placed to observe signs of abuse. All staff working for Blackpool Fc Community Trust must protect adults at risk from harm and abuse and be aware that any adult at risk may be at risk of harm or abuse. We have a duty to safeguard and promote the welfare of our adults at risk (*a person over 18 years with needs for care and support*) by identifying any welfare concerns and taking action to address them in partnership with families and other agencies where appropriate.

The purpose of this safeguarding adults at risk policy is to set a clear protocol of action and framework for our responsibilities and legal duties in relation to each adult at risk's welfare. The Care Act 2014 sets out, a clear legal framework for how local authorities and health, civil and criminal justice systems should protect adults at risk of abuse or neglect. This Policy, Procedure & Guidance document incorporates relevant content of both the Care Act 2014 and its associated regulations and guidance. The Care Act supersedes the Department of Health publication "No Secrets" (2000). The hope is to ensure a reliable and effective response in the event of any concern for a child's welfare, and to support each child.

We aim to put adults at risk's needs first at all times. We hope to encourage adults at risk to be confident and assertive. We aim to develop a positive, trusting and respectful relationship with adults at risk in our care, so that they know they will be empowered, listened to and believed.

Our policy applies to all staff and volunteers working for Blackpool FC Community Trust.

In addition to our safeguarding adults at risk policy, we have policies to cover health and safety, anti-bullying, whistle-blowing, safe working practice (ethics), complaints and appeals and equality and diversity.

These policies can be accessed at: <http://www.blackpoolfccommunitytrust.co.uk>

2. ADULTS AT RISK SAFEGUARDING POLICY STATEMENT

2.1 Scope of Policy

This Adults at risk Safeguarding Policy is intended to cover all functions and services of Blackpool FC Community Trust where there is the potential for direct or indirect contact with adults at risk.

Officers of the Trust, relevant staff and volunteers who carry out work for Blackpool FC Community Trust, and relevant staff and organisations who work in partnership with the Trust, should all be committed to practices which protect adults at risk from harm.

2.2 Equality and Diversity

It is every person's human right to live a life free from abuse and neglect. Every adult at risk has an equal right to support and protection within these procedures regardless of their individual circumstances or differences.

Throughout this policy due regard must be given to individual differences, including age, gender reassignment, disability, religion or belief, sex, sexual orientation, race or racial group, caring responsibilities, class, culture, language, pregnancy and marital or civil partnership status. BFCCT Equality and Diversity Policy outlines the Trust's commitment to Equality and Diversity.

2.3 Who is an adult at risk?

An adult at risk is someone who:

- Is aged 18 or over;
- Has needs for care and support (whether or not the local authority is or may be meeting any of those needs) and;
- As a result of those care and support needs is unable to protect themselves from either;
 - The risk of, or
 - Experiencing abuse or neglect.

An adult at risk would include therefore be an adult who is unable to protect themselves as a result of their care and support needs, and for example:

- Is an older person who is frail due to ill health, physical disability or cognitive impairment
- Someone who has a learning disability
- Someone who has a physical disability and/or a sensory impairment
- Has mental health needs including dementia or a personality disorder
- Has a long term illness / condition
- Misuses substances / alcohol

- Is a carer such as a family member or friend who provides personal assistance and care to adults and is subject to abuse
- Lacks the mental capacity to make particular decisions and is in need of care and support.

****This list is not exhaustive****

2.4 Values and Principles Underpinning this Policy:

In line with Blackpool Safeguarding Adults Board *Multi-Agency Safeguarding Policy and Procedures (2015)* Blackpool Fc Community Trust adheres to the following six principles:

Empowerment – People being supported and encouraged to make their own decisions

“I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens.”

Prevention – It is better to take action before harm occurs.

“I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.”

Proportionality – The least intrusive response appropriate to the risk presented.

“I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed.”

Protection – Support and representation for those in greatest need.

“I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”

Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

“I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”

Accountability – Accountability and transparency in delivering safeguarding.

“I understand the role of everyone involved in my life and so do they.”

These principles are in place to inform Blackpool FC Community Trust staff of the way they work with adults at risk.

2.5 Aims of the policy

The aims of this policy are to ensure that staff at BFCCT:

- Work to stop abuse wherever possible by raising a concern
- Safeguard adults in a way that supports them in making choices
- Promote an approach that focusses on improving life for the adults participating in the trust's programmes
- Work in partnership to play their part in identifying and responding to abuse and neglect

In order to achieve these aims it is necessary to:

- Ensure that all staff are clear about their roles and responsibilities
- Work together to provide an effective response to concerns
- Develop a positive environment for participation that encourages adults at risk to be confident to confide in BFCCT staff
- Provide opportunities for staff to access relevant safeguarding training to inform practice
- Be clear on how to respond to safeguarding concerns using the procedures provided and having awareness of other policies related to safeguarding practice

Related policies include:

- Managing allegations against staff and volunteers
- Complaints and Appeals
- Anti-Bullying
- Safer Working practice
- Whistleblowing
- Data Protection
- Social media and use of images

2.6 Making Safeguarding Personal

In addition to these aims and principles, it is also important that all staff have a priority to approach to establishing safeguarding as part of their day to day work. It is important that all staff recognise that adult safeguarding is there to protect individuals.

Making safeguarding personal means it should be person-led and outcome focussed. It engages the person in a conversation about how best to respond to their safeguarding situation to enhance involvement, choice and control, as well as improving quality of life.

BFCCT have a fundamental duty to protect its participants from harm if the staff suspect or are made aware of abuse or neglect. This especially important where an adult with care and

support needs is at risk of serious harm, from which they are unable to protect themselves of others that are at risk. In this circumstance, consent can be overridden.

2.7 Management Roles and Responsibilities:

The Chief Executive of Blackpool FC Community Trust, has ultimate responsibility for ensuring compliance with this policy. A member of Blackpool FC Community Trust's Board of Trustees has been assigned the role of Senior Safeguarding Manager (SSM) to ensure that there is a buy in at board level. The SSM, will take this role and ensure that safeguarding is present on the agenda at board meetings.

Day to day responsibility for implementation is delegated through the management structure from senior officer to delivery staff and volunteers.

Blackpool FC Community Trust has a Designated Safeguarding Officer (DSO), who is responsible for acting as a central contact point for reporting concerns and a source of advice on adults at risk safeguarding matters. The DSO will communicate all safeguarding concerns to the board and work closely with the SSM to follow the procedures set out in this policy.

Blackpool FC Community Trust (DSO) - 01253 348691

2.8 Staff and Volunteers Roles and Responsibilities:

Staff members and volunteers have a duty to adhere to the Adults at Risk Safeguarding Policy and to notify the DSO on any matter regarding safeguarding adults at risk.

Staff are expected to follow the Staff Code of Conduct (Appendix 4) and thus adhere to the BFCCT terms of expected behaviour.

Staff and volunteers are also responsible for ensuring that they undertake relevant training identified for their post.

2.9 Training:

All Blackpool FC Community Trust employees are expected to complete formal safeguarding training. The Lancashire Football Association (LFA) provide a safeguarding young people and adults course which is the recommended training suggested by the Trust, however the Trust acknowledges that there are other training courses and providers which staff can access.

<http://www.lancashirefa.com/coaches/the-fa-safeguarding-children-workshop>

As a minimum operating requirement staff are advised to complete the 1st for Sport Safeguarding qualification delivered by the county sports partnership, Lancashire Sport.

<https://www.lancshiresport.org.uk/events>

Staff will also be provided with access to other relevant Safeguarding training relevant to their role including NCS Trust, EFLT, FA and Local Authority (Blackpool Safeguarding Board free training) training opportunities.

www.blackpoolsafeguarding.org.uk/safeguarding-training

3. RECRUITMENT AND SELECTION OF STAFF

Blackpool FC Community Trust will operate established recruitment and selection procedures for positions where there is significant contact with adults at risk. These will include employment reference checks and the completion of a FA Criminal Record Check (CRC).

Blackpool FC Community Trust will take all reasonable steps to ensure that in its recruitment and selection of staff it will pay due regard to ensuring that:

- There is a clear job description for staff and person specification outlining key skills and abilities required.
- There is an open recruitment process.
- There is a process that covers past work.
- There is a declaration requesting information on previous convictions and investigations, if any.
- There is an interview process suitable to the role and task.
- Written references are sought (and followed up if necessary).
- Where required an FA Criminal Record Check (CRC) will be carried out.
- The post has been approved by management / the board of trustees.

4. PROVISION OF SERVICE

4.1 Where Blackpool FC Community Trust Directly Provides a Service:

The following are areas of activity which are especially relevant in the present context:

- Effective management practices and effective working practices (including the establishment of safeguards through the organising of work).
- The promotion of awareness and sensitivity in relation to adults at risk safeguarding issues.
- Formal training on adults at risk safeguarding issues. Where training can't be facilitated it will be delivered by the appropriate training provider (LFA / 1st for Sport).
- Internal reporting arrangements in relation to any 'disclosures', or any apparently well-founded 'concern' in respect of an allegation of relevant misbehaviour on the part of a member of staff or volunteer.
- The Trust supports external reporting (and the waving of confidentiality) in respect of relevant 'disclosures and relevant apparently well-founded concerns', which are

made to staff, regardless of whether such disclosure or concerns relate to the alleged misbehaviour of a staff member, volunteer or another person.

- Ensuring that all provision provided has the procedures in place to ensure the safety and welfare of our participants is integral to all we do. This includes having behaviour codes of conducts, gaining consent to take part and for the use of images and ensuring any trips and residential adhere to the correct procedure set out in the BFCCT Trip and Residential Policy.

4.2 Where Blackpool FC Community Trust works with third Party Organisations – Due Diligence:

Blackpool FC Community Trust requires all partners, groups and organisations that use its premises or services to have an acceptable Adults at Risk Safeguarding Policy in place. If they do not have their own policy, as a minimum requirement, all such organisations must accept and apply the standards outlined in this policy. A copy of this policy is available upon request or at <http://www.blackpoolfccommunitytrust.co.uk>

BFCCT will inform delivery partners that the Trust has policies and procedures in place in order to report concerns.

BFCCT will always ensure that delivery partners, namely when commissioning, have the required insurance(s), DBS checks have been performed on staff and that the organisation has thorough safeguarding procedures (Due Diligence Policy)

The importance of safeguarding is embedded into all Blackpool FC Community Trust service level agreements to ensure all partners acknowledge responsibility for safeguarding adults at risk.

5. WHAT IS ABUSE OF ADULT'S AT RISK?

5.1 What is abuse and neglect?

For the purposes of this policy and procedures the term '**abuse**' is defined as:

"...a violation of an individual's human and civil rights by any other person or persons which results in significant harm"

(Department of Health, "No Secrets" 2000).

As an organisation we should not limit our view of what constitutes abuse or neglect, as they can take many forms and the circumstances of the individual case should always be considered; although the adult must be an adult at risk (as described above) before the issue is considered as a safeguarding concern.

Abuse may consist of:

- a single or repeated acts;
- an act of commission or omission;
- multiple acts, for example, an adult at risk may be neglected and also being financially abused;
- a pattern which involves more than one person;

Abuse may be intentional or unintentional. It may involve the misuse of power and control that one person has over another. Some abusive acts or omissions are crimes, and informing the police must be a key consideration.

The term '**harm**' is described in No Secrets as involving:

- Ill treatment (including sexual abuse and forms of ill treatment which are not physical)
- The impairment of, or an avoidable deterioration in, physical or mental health and/or
- The impairment of physical, intellectual, emotional, social or behavioural development.

5.2 Types of abuse

- **Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint, female genital mutilation (FGM), or inappropriate physical sanctions.
- **Domestic abuse** – including psychological, physical, sexual, financial, emotional abuse, forced marriage and so called 'honour' based violence.
- **Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, indecent images, 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.
- **Psychological abuse** – including 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.
- **Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult'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.
- **Modern slavery** – encompasses 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.

- **Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational abuse** – (previously known as institutional abuse), including 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.
- **Neglect and acts of omission** – including 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.
- **Self-neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Abuse can happen anywhere – for example:

- In the person's home.
- At a carer's home.
- Within day care, residential care, nursing care or other institutional settings.
- At work or in educational settings.
- In rented accommodation or commercial premises.
- In public places.

5.3 Who Can Abuse?

Anyone can carry out abuse or neglect, including:

- a partner/spouse;
- child;
- relative;
- friend;
- informal carer;
- a member of staff, volunteer or other worker;
- other adults at risk;
- a stranger.

6. CONCERNS AND DISCLOSURES

6.1 How to Deal with a Concern:

When there are concerns or where a disclosure or allegation is made people often feel anxious about passing on the information to anyone else. Concerned individuals may ask themselves, 'What if I'm wrong?' and this may hold them back from taking action.

It is important for staff to know that they are neither responsible for deciding whether abuse has occurred or not; nor are they responsible for conducting any investigations (this is the role of the DSO and appropriate authorities).

However, they do need to pass on any concerns they have through the Adult at risk Safeguarding procedures highlighted in this policy. It is crucial that staff members do not attempt to deal with the situation alone.

6.2 How Can You Be Alerted to Signs of Abuse or Neglect?

There are a variety of ways that you could be alerted that an adult at risk is suffering harm:

- An adult at risk may tell you.
- Someone else may tell you of their concerns or something that causes you concern.
- An adult at risk may show some signs of physical injury for which there does not appear to be a satisfactory or credible explanation.
- An adult at risk's demeanour or behaviour may lead you to suspect abuse or neglect.
- The behaviour of a person close to an adult at risk makes you feel uncomfortable (this may also include another member of staff, peer or family member). In this circumstance BFCCT staff, participants and partners are encouraged in 'whistle blow' to highlight concerns. In this instance, the BFCCT Whistleblowing Policy and Procedure would be followed.
- Another agency or organisation may raise concerns the abuse has taken place.

6.3 What if an Adult at risk Discloses Abuse?

In cases where an adult at risk discloses abuse to a staff member they should react appropriately, according to the following guidelines:

DO:

- Stay calm.
- Listen and hear.
- Express concern and empathy about what has happened.
- Reassure the person – tell the person that s/he did the right thing in telling you.
- Let the person know that the information will be taken seriously and give information about what will happen next.
- If urgent medical / police help is required, call the emergency services.
- Ensure the safety of the person.

- Use open questions to clarify required detail, see 6.4 (questions that cannot be answered yes or no)
- Record in writing the discussion and give it to the DSO at the earliest possible time.
- Act without delay.

DO NOT:

- Stop someone disclosing to you.
- Promise to keep a secret.
- Press the person for more details or make them repeat the story.
- Gossip/pass on information about a disclosure to anyone without legitimate reason.
- Contact the alleged abuser.
- Attempt to investigate yourself.
- Leave details of your concerns on a voicemail or by email.
- Delay.

6.4 Checking Out

There may need to be some initial ‘checking out’ with the adult at risk who has disclosed information to you in order to ensure his / her safety, for example, if a staff member notices a bruise on an adult at risk’s arm, it would be appropriate to ask, ‘I see you have a bruise on your arm. How did that happen?’ However, be careful not to start investigating.

It is important to understand the clear distinction between ‘checking out’ and investigating.

Staff should not begin to investigate alleged or suspected abuse by asking questions that relate to the detail, or circumstances of the alleged abuse, beyond initial listening, expressing concern and checking out.

6.5 How to React and What to Do:

There is not one simple set of rules to follow in responding to these situations, but in general:

It is important that staff are aware that the first person who has concerns or encounters a case of alleged or suspected abused is not responsible for deciding whether or not abuse has occurred, (this is the role of the appropriate authorities).

However, staff, volunteers and others do have a duty of care to report any suspicions they may have with regard to the abuse of an adult at risk to allow appropriate action to be taken.

Please ensure you contact Blackpool FC Community Trust’s DSO with any concerns:

Blackpool FC Community Trust (DSO) - 01253 34869

7. PROCEDURES FOR REPORTING AND RECORDING

Reporting and Recording:

The Adults at Risk Safeguarding Policy and report form can be found at <http://www.blackpoolfccommunitytrust.co.uk> or you can get a copy by contacting:

Blackpool FC Community Trust's DSO – 01253 348691.

7.1 Basic Response Procedure / Action:

All concerns, disclosures, allegations and suspicions should be recorded on the Adults at Risk Safeguarding Report Form (See Appendix 1).

Where a staff member reports their concerns or a disclosure to a line manager, the line manager should advise them to report to the DSO immediately.

We recommend that 'if in doubt, report it'.

There may be emergency situations where it is appropriate to contact social services, the police or seek medical attention immediately.

Whatever the circumstances of the concern, disclosure, allegation or suspicion, it is vital that the staff member records the details at the earliest possible opportunity and then reports these details to their DSO as soon as possible.

Not every report results in a full investigation. Individual reports are accumulated to build a picture about a particular situation. It may be that a report submitted by a member of staff or volunteer may provide the necessary or decisive final piece of information.

7.2 Concerns About an Adult at Risk – Responding to Allegations or Concerns About a Member of Staff, Volunteer of Other Third Party Person:

The following procedures should be followed in each situation:

- Take the allegation or concern seriously. Always refer if you have a concern, do not investigate yourself, or do nothing.
- If it is an emergency contact social services / police / medical assistance immediately.
- Complete an Adult at risk Safeguarding Report Form (See Appendix 1) as soon as possible, giving all the details you are aware of.
- Forward the report to the DSO as soon as possible, either by hand in a sealed envelope marked 'Confidential' or by a secure email with a 'read receipt' option.

The DSO will discuss the case with the Chief Executive if appropriate, and will forward a copy to the Lancashire FA Safeguarding Officer, FA Case Management Team and / or the EFLT Safeguarding Officer if appropriate.

To ensure that data protection laws are abided by the DSO will file the report in the appropriate secure location and advise the Chief Executive of any outcomes and findings.

7.3 Response to an Adult at risk making an allegation of abuse:

The following points are a guide to help to respond appropriately:

- Listen carefully to what the person is telling you.
- Find an appropriate early opportunity to explain that it is likely that what they are telling you will need to be shared with others.
- Ask questions for clarification only – never ask leading questions that suggest a particular answer.
- Reassure the person that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information they have given will be shared.
- Complete the Adult at risk Safeguarding Report Form (See Appendix) as soon as possible, giving all details that you are aware of and what was said using the adult at risk's own words.
- Forward the report to your DSO as soon as possible, wither by hand in a sealed envelope marked 'Confidential' or by a secure email with a 'read receipt' option.

The DSO will discuss the case with the Chief Executive if appropriate.

To ensure that data protection laws are abided by the DSO will file the report in the appropriate secure location and advise the Chief Executive of any outcomes and findings.

7.4 NCS reporting procedures

Blackpool FC Community Trust deliver the National Citizen Service programme as a local delivery partner and has procedures in place in line with the NCS contractual agreement. Any safeguarding concerns that arise during the programme must be reported to both EFLT and in line with PHAROS Critical Incident Response reporting guidelines (Appendix?) outlined in *National Citizen Service, Safeguarding and Work with Young People, Guidance to Local Delivery Partners, 2016*.

As advised in the guidance Blackpool FC Community Trust have a NCS Designated Safeguarding Officer. For each programme that takes place there will also be an allocated base contact and a NCS Wave DSO to ensure safeguarding concerns can be escalated during the residential and delivery elements of the programme.

NCS DSO – Selina Hayes 01253 348691/07825 817992 (out of hours)

Base Contact – Selina Hayes or Ashley Hackett 01253 348691

NCS Wave DSO – allocated per programme. The Trust DSO/base contact is informed of who this is in line with guideline procedures.

Where further support is required Blackpool FC Community Trust will contact:

EFL Trust Safeguarding Officer – Clare Taylor 07964 905652

An EFL Trust base contact is also allocated for each programme. The contact is subject to change and the NCS staff are required to have this information prior to all programmes.

For all level 1 and 2 incidents as outlined in *National Citizen Service, Safeguarding and Work with Young People, Guidance to Local Delivery Partners, 2016* must be reported to PHAROS and EFLT within one hour of the incident and recorded online within 24 hours.

PHAROS 24hr helpline – 020 3637 0520

All incidents levels 1-4 must be reported to EFLT in lining with the reporting timelines detailed in *National Citizen Service, Safeguarding and Work with Young People, Guidance to Local Delivery Partners, 2016*.

7.5 Complaints and Appeals

Where a response to a concern or allegation has been made and an outcome given is unsatisfactory and/or it is assumed that the response was not acceptable then a complaint or appeal maybe made.

Any complaints or appeals must be addressed by more senior staff and must follow the procedure set out in the BFCCT Complaints and Appeals policy.

8. CODES OF BEHAVIOUR

8.1. Staff and volunteers

Blackpool FC Community Trust staff, volunteers and others will encounter adult at risk in a range of situations and in a range of locations including the office, schools, leisure facilities and out in the local community, as well as in a range of other environments. How a member of staff should behave is outlined in the Staff Induction Policy and Employee Handbook.

The code of behaviour also applies to the workplace where members of staff, volunteers or work placement / experience staff may be vulnerable.

It is not practical within this policy to provide definitive guidance that will cover all situations, however the principles set out below should be applied in all situations:

- Staff should not spend excessive amounts of time alone with adult at risk away from others.
- Staff should not take an adult at risk to his / her own home.
- Staff should not take an adult at risk alone on car journey.

If it is unavoidable or necessary, these kinds of behaviours should only occur with the full knowledge and consent of a manager and where an appropriate record is maintained,

further information on procedures can be found in the BFCCT Safer Working practice (Ethics) Policy.

Unacceptable behaviours are those that should always be avoided in the interests of the safety of adult at risk, staff and volunteers.

For example, staff / volunteers should never:

- Abuse, neglect, or harm / place at risk of harm adult at risk whether by omission or commission.
- Engage in rough physical games with adult at risk, including horseplay.
- Engage in sexually provocative games with adult at risk e.g. spin the bottle, strip poker etc.
- Make sexually suggestive comments to or about an adult at risk.
- Form inappropriate relationships with an adult at risk.
- Gossip about personal details of an adult at risk and their families.
- Make / accept loans or gifts of money from an adult at risk.
- Bully or belittle adult's at risk, BFFCT have a zero tolerance approach to bullying (Anti-bullying Policy).

Staff who breach the above standards of behaviour will face disciplinary procedures.

8.2 Participants

Participants are encouraged to develop their own code of conduct to run alongside those set by staff at sessions.

BFCCT set standards in regards to:

- Behaviour
- Drugs and Alcohol
- Bullying – BFFCT have an anti-bullying policy that stipulates that BFFCT have a zero tolerance for bullying.

Disciplinary procedures are highlighted at the start of ant new programme/session to ensure that participants know the consequence if their behaviour is not in line with the participant and BFCCT code of conduct.

9. GUIDELINES FOR SHARING INFORMATION

Confidentiality and Information Sharing:

BFCCT have a Data Protection policy which provides guidance on the recording and storage of information.

Confidentiality must be maintained for all concerned however, records maybe disclosed in court as part of evidence in criminal action/case and to regulatory bodies if required.

Information will be handled and disseminated on a need to know basis only e.g. DSO, social services, police, The FA, EFLT, the adult at risk, courts and relevant staff.

Recorded information will be stored in a secure place in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

If enquiries arise from the public or any branch of the media, staff and volunteers must not make any comments regarding the situation and all queries are referred to the DSO.

Freedom of information requests regarding safeguarding reports will be dealt with by the DSO and Chief Executive on a case-by-case basis; however it is likely that such requests will be refused due to the extremely confidential nature of the information sought.

If you would like further information or feel that you require additional training please contact **Blackpool FC Community Trust's DSO – 01253 348691.**

10. REVIEWING OF THE POLICY

This policy will be reviewed every 12 months and amended in regards to any legislation changes locally and nationally.

The policy will also be reviewed immediately following a serious incident whereby:

- An adult at risk is known or suspected to have been abused and
- Either the adult at risk has died or the adult at risk has been seriously harmed and there is a concern in how BFCCT responded to deal with the incident.

11. USEFUL CONTACTS

Blackpool FC Community Trust

Telephone Number: 01253 348691

The English Football League / Trust

Clare Taylor – Email: ctaylor@efltrust.com

The Football Association Safeguarding Team

Telephone Number: 0800 1691863

The FA CRC

Email: FAChecks@TheFA.com

Lancashire FA

Neil Yates

Telephone Number: 01772 624000

Blackpool LADO

Peter Charlesworth

Telephone Number: 01253 477541

Blackpool Police

Telephone Number: 01253 614444

Blackpool Council – Adult Social Care

Telephone Number: 01253 477592

Blackpool Council – Adult Mental Health Services

Telephone Number: 01253 951225

Anti-Bullying Alliance

Website: www.anti-bullyingalliance.org.uk

Charity Commission

Telephone Number: 0845 3000 218

Website: www.charity-commission.gov.uk

12. GLOSSARY

Adult at risk – is any person aged 18 or over who is, or may be, unable to take care of him or herself against significant harm or exploitation.

CRC – Criminal Records Check

DBS – Disclosure and Barring Service

DSO – Designated Safeguarding Officer

EFL – English Football League

EFLT – English Football League Trust

FA CRC – The Football Association Criminal Records Check

LADO – Local Authority Designated Officer

LFA – Lancashire Football Association

Staff – Staff and Volunteers

The FA – The Football Association

BFCCT – Blackpool FC Community Trust

APPENDICES

*****CONFIDENTIAL*****

Safeguarding – Adult at risk Incident Form

SECTION A:

Name of adult at risk		Age and DOB	
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Home Address/ Phone Number	
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Parent/Carer's Name (if applicable)	
--	--

Additional relevant factors, i.e Disability/Religion/ Ethnicity/Language Please give details	
---	--

*****PLEASE ENSURE A HARD COPY OF A CONSENT FORM FOR THE YOUNG PERSON IS ATTACHED TO THIS DOCUMENT*****

Description of what prompted concerns. Dates/Times of specific incident (Continue on additional page if necessary)	
---	--

Has the adult at risk displayed any physical/behavioural/ indirect signs in relation to concerns? Please give details (Continue on additional page if necessary)	
---	--

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Have you spoken to adult at risk and informed them of confidentiality and the need to report disclosures?	
---	--

Was anybody else alleged to be involved in incident, i.e another young person or abuser? Please give details (Continue on additional page if necessary)	
---	--

In what capacity have you been involved with the adult at risk?	
---	--

Please list any other members of staff involved in incident or disclosure	
---	--

Are there any siblings, relatives or any other people at risk? Please give details	
--	--

Any other relevant information?	
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Name of staff member reporting incident		Signed	Date
Name of staff member reported to		Signed	Date



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Additional Info page

<p>Description of what prompted concerns Continue</p>	
<p>Has the adult at risk displayed any physical/behavioural/ indirect signs in relation to concerns? Please give details Continued...</p>	
<p>Was anybody else alleged to be involved in incident, i.e another person or abuser? Continued...</p>	

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SECTION B

To be completed by Designated Safeguarding Officer Only

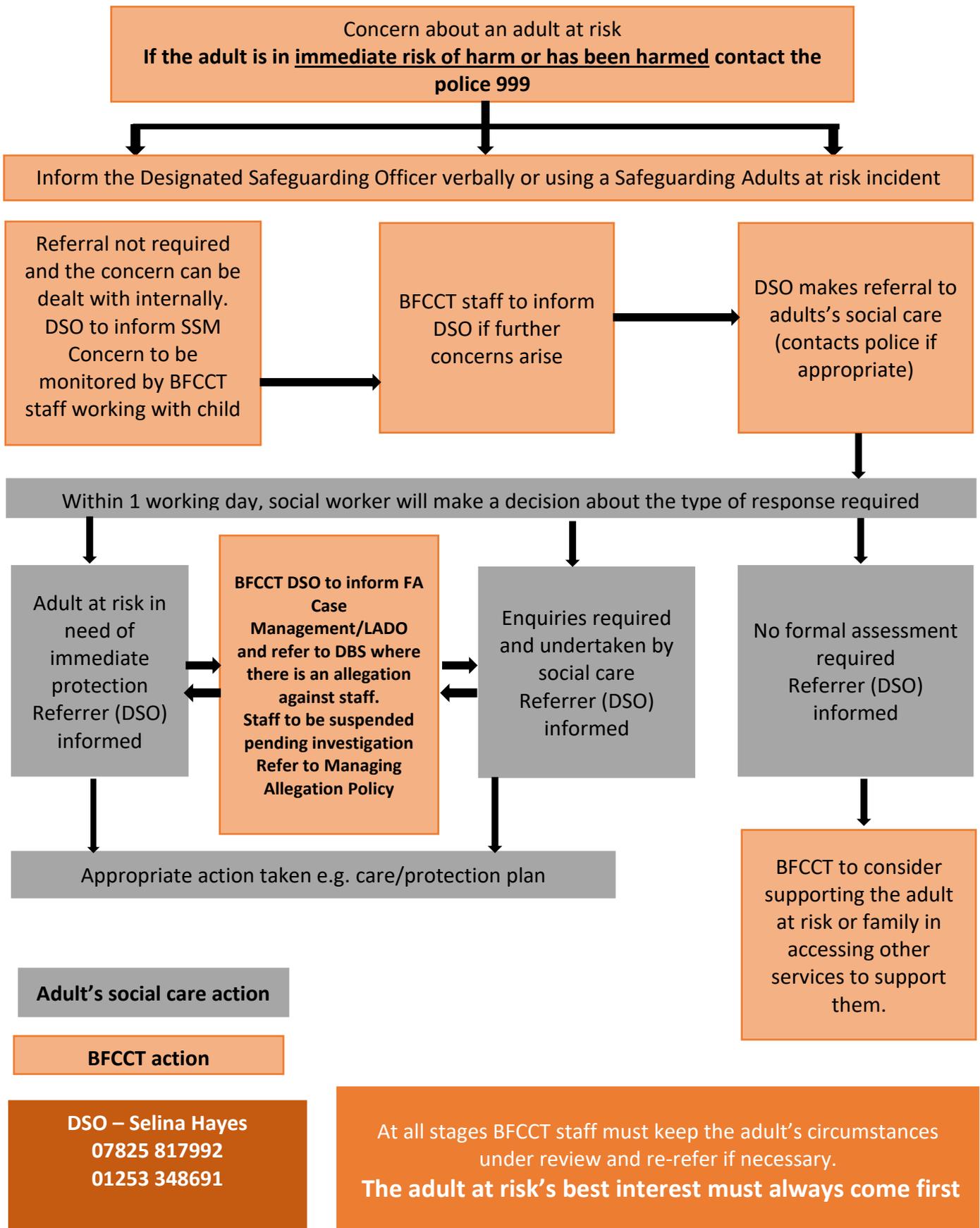
Name	Signature	Date Received
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Is there a partner organisation involved? Please circle.	YES	NO
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Actions to be taken as a result of form completion.

Action	Date	Outcome
Conversation with staff member who filled out SECTION A		
Conversations with DSO in any partner organisations		
If applicable, form to be sent to DSO in partner organisations/school etc		
Discussion with Parent/Carer if appropriate		
Advice sought from Social Care		
Any additional actions		

Actions where there are concerns about an Adult at Risk



Blackpool FC Community Trust Safeguarding Code of Conduct

'Safeguarding' can be defined as 'keeping children, young people and adults' at risk safe from harm'.

The Code of Conduct:

- Makes clear what is required to all staff (inclusive of volunteers)
- Supports staff in meeting their obligations;
- Enables staff to raise concerns without fear of blame;
- Reduces the risk of misplaced or malicious allegations by clarifying responsibilities.

Staff must abide by the following:

- Report any incidents or concerns that cause you to believe that a child, young person or adult at risk is, or is likely to be, at risk of harm including if you suspect that a child or adult at risk may be under the influence of radicalisation or extremism (Prevent).
- BFCCT will support any staff member raising legitimate concern about the actions of others.
- Refer to the BFCCT whistleblowing procedure if you feel an incident of concern cannot be reported to your manager or your managers manager.
- Disclose any criminal record, caution, reprimand or warning (subject to filtering) whether received prior to or during the course of your employment or volunteering.
- Inform your manager of anyone living in your household or at your address who becomes disqualified from working with children or adults at risk.
- Comply with BFCCT policies and procedures that support the development and well-being of children and adults at risk accessing our services.
- Promote positive behaviour through their actions during their duties.
- Ensure behaviour is managed effectively to provide a safe environment for participation.

It is not acceptable (and in some instances, may be unlawful) for you to:

- Use your position to intimidate, bully, threaten, discriminate against, coerce or undermine children, adults at risk or staff.
- Behave or communicate with children and adults at risk in ways which seek to build inappropriate relationships in order to abuse or put them at risk.
- Use a relationship with a service user or family member for personal gain. Any gift giving must be agreed with your manager.
- Give special rewards or privileges in an attempt to build appropriate relationships with children of adults at risk.
- Engage in, or attempt to engage in non-professional relationships with children and adults at risk for whatever reason e.g. suggestive comments, texts, emails and sexual relationships
- Carry out your role whilst affected by alcohol or drugs.
- Contact children and adults at risk for reasons that are not of a professional nature

Print name: _____

Signature: _____

