



Safeguarding Children Policy

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1. Introduction

At Blackpool FC Community Trust (BFCCT) the safety and welfare of our young people is of the utmost importance. Due to of the day-to-day contact with young people, our staff are well placed to observe signs of abuse. All adults working for Blackpool FC Community Trust must protect children from harm and abuse and be aware that any young person may be at risk of harm or abuse. We have a duty to safeguard and promote the welfare of our young people (*students under 18 years in FE institutions*) under the Education Act 2002, Keeping Children Safe in Education 2023 and Children Acts 2004 by identifying any child welfare concerns and taking action to address them in partnership with families and other agencies where appropriate.

The purpose of this safeguarding children policy is to set a clear protocol of action and framework for our responsibilities and legal duties in relation to each child's welfare. 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.

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

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

These policies can be accessed via: [Policies](#)

2. Safeguarding Children Policy Statement

2.1 Scope of Policy

Blackpool FC Community Trust are governed by the rules and regulations set out in the 1989 and 2004 Children Act, the FA (Football Authority) Safeguarding Children and Vulnerable Adults guidance, Education Act 2002 and Working Together to Safeguard Children (2023).

The Community Trust is fully committed to ensuring that the best practice recommended by these bodies is employed throughout and has a responsibility to maintain regular dialogue and work in partnership with Blackpool Safeguarding Children's Board.

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 children from harm. Nothing is more important than children's welfare. Every child deserves to grow up in a safe, stable, and loving home. Children who need help and protection deserve high quality and effective support. This requires individuals, agencies, and organisations to be clear about their own and each other's roles and responsibilities, and how they work together (Working Together to Safeguard Children, HM Government, 2023).

This policy documents the overarching safeguarding procedures across Blackpool FC Community Trust programmes, inclusive of BFC Sports College.

For detailed information on current legislation please refer to the following NSPCC and Working Together to Safeguarding Children links:

NSPCC – <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>

Working Together to Safeguard Children 2023

What is a Child?

Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection (Working Together to Safeguard Children, 2023)

An **'Activity'** means any activity or series of activities arranged for a child or children by or in the name of the Community Trust. These are deemed to be regulated and therefore activate the required levels of Disclosure and Barring Service (DBS) checks that are associated.

2.2 Values and Principles Underpinning this Policy:

The aims of Blackpool FC Community Trust's Safeguarding Children Policy are:

- To safeguard children and young people who interact with the Community Trust.
- To demonstrate best practice in safeguarding children.
- To develop a positive and pro-active welfare programme to enable all children and young people to participate in an enjoyable and safe environment.
- To promote high ethical standards throughout Blackpool FC Community Trust's activities.

2.3 The key principles and aims underpinning this policy are:

- **Safeguarding is everyone's responsibility** – for BFCCT (Blackpool FC Community Trust) staff to be effective each member of staff must play their part
- **A child centred approach is fundamental to safeguarding and promoting the welfare of every child** – all BFCCT staff should have a clear understanding of the needs and views of children.

Children have said that they need:

- **vigilance:** to have adults notice when things are troubling them
 - **understanding and action:** to understand what is happening; to be heard and understood; and to have that understanding acted upon
 - **stability:** to be able to develop an ongoing stable relationship of trust with those helping them
 - **respect:** to be treated with the expectation that they are competent rather than not
 - **information and engagement:** to be informed about, and involved in procedures, decisions, concerns and plans
 - **explanation:** to be informed of the outcome of assessments, and decisions and reasons when their views have not met with a positive response
 - **support:** to be provided with support in their own right as well as a member of their family
 - **advocacy:** to be provided with advocacy to assist them in putting forward their views
 - **protection:** to be protected against all forms of abuse, exploitation, and discrimination, and the right to special protection and help if a refugee (**Working Together to Safeguard Children, 2023**)
- The child or young person's welfare is, and must always be, the paramount consideration.
 - All children have an equal right to be protected from abuse, exploitation or poor practice,



irrespective of their age, disability, gender, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (see BFCCT Equality and Diversity policy).

- The Community Trust is committed to address the additional vulnerability of some participants and the extra barriers they may face e.g. those in care, looked after children, those with mental health issues, physical disability etc.
- All allegations of abuse or poor practice will be taken seriously and responded to efficiently and proportionately (see Allegations Against Staff and Volunteers policy)
- Recruiting employees, casual workers, agency staff, consultants, and volunteer safety, ensuring all necessary checks are made (see BFCCT Recruitment and Selection policy).
- To ensure that coaches, parents, and other adults who work with children provide good role models of behaviour and have received effective management and training.
- Staff understand behaviour expectations in line with the staff employee handbook and induction policy.
- Sharing information about concerns with the appropriate agencies in a confidential manner (see BFCCT Data Protection Policy).
- Ensuring there is a platform for staff to share best practice and discuss safeguarding through the Blackpool FC Community Trust DSO, internal staff meetings and board meetings.
- Report when appropriate to the Disclosure and Barring Service (DBS) anybody delivering a regulated activity for Blackpool FC Community Trust who is believed by the Trust to present a risk to harm children. Where the Trust 'withdraws permission' for a person to deliver a regulated activity they will also be reported to the DBS (Appendix 1, Reporting Concerns procedure).
- Review this policy on an annual basis to ensure up to date aims and objectives in line with changes to current legislation, terminology and personnel. This policy will also be reviewed following a serious incident.

The Community Trust has the power as part of their disciplinary procedure to issue a suspension, pending a risk assessment where any one or more of the following applies:

- The individual fails to comply with any part of Blackpool FC Community Trust's DBS and safer recruitment processes.
- The FA Safeguarding team has imposed a suspension
- The individual has engaged in 'Relevant Conduct' relating to children.
- The individual has been barred by the DBS from engaging in 'Regulated Activity' related to children.
- The individual has been convicted of, or made the suspect of caution for, a serious sexual, violent offence or any other offence that Blackpool FC Community Trust believe to be relevant to the care of children (Relevant Offence).
- Following a risk assessment, the Trust is satisfied on the balance of probabilities that the individual poses or may pose a risk of harm to children.
- An allegation has been made against a member of staff requiring investigation.
- In all circumstances involving an allegation or disciplinary issue, the action taken will follow the procedures set out in the BFCCT Employee Handbook and procedures and Allegations against staff and volunteers' policy respectively.

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

- Work to stop abuse wherever possible by raising a concern
- Safeguard children in a way that supports them and is child centred
- Promote an approach that focusses on improving life for the children participating in the

- trust's programmes
- Work in partnership to play their part in identifying and responding to abuse and neglect

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 children 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

2.4 Management Roles and Responsibilities:

Day to day responsibility for implementation is delegated through the management structure from Designated Safeguarding Officer to the management team, delivery staff and volunteers. Safeguarding concerns are communicated to the Chief Executive and the board representative through quarterly reports, and safeguarding supervision with the Head of Education and Employability.

The DSO will provide a safeguarding update for the board meetings informing of policy updates and/or statistics of safeguarding e.g. number of concerns raised.

Blackpool FC Community Trust has a Designated Safeguarding Officer (DSO). The Designated Officer has a responsibility to:

- Inform the chief executive and the board of any safeguarding issues or changes to policy and procedure;
- ensure staff are informed of relevant safeguarding updates and expectations during meetings;
- liaise with the local authority Education and Children and Family Services, Police and other agencies on individual child protection cases;
- act as the contact person within Blackpool FC Community Trust, providing advice and support and ensuring that all staff (including temporary, supply staff and volunteers) are aware of their role;
- be responsible for co-ordinating action within Blackpool FC Community Trust on safeguarding issues and ensuring procedures are followed;
- discuss individual cases with staff on a "need to know basis" to protect children's right to confidentiality;
- oversee the planning of any curricular or other provision in relation to safeguarding matters; with any other relevant staff (e.g. key worker, youth worker), represent Blackpool FC Community Trust at safeguarding meetings and be a member of a "Core Group" if required;
- ensure staff are familiar with this Policy and Procedure, the Blackpool Child Protection Procedures, and Government guidance;
- raise awareness about safeguarding on an ongoing basis;
- together with the Chief Executive Officer and local authority safeguarding training officer, arrange safeguarding training for **all** (i.e. including ancillary) staff and volunteers at least once every three years (and immediately for new staff commencing work between whole service training sessions or absent for such sessions);
- ensure that they (Designated Safeguarding Officer) receive update training at least every 1 year;
- where required utilise the right to follow BFFCT safeguarding procedures when there may be



a lack of clarity in procedure by a partner organisation.

Designated Safeguarding Officer (BFCCT): Nathanael Howell

Senior Designated Safeguarding Officer (BFCCT): Selina Hayes

Designated Safeguarding Officer (BFC School): Gemma Trickett

Designated Safeguarding Officer (Blackpool Football Club): Michelle Thomas

Senior Safeguarding Manager (Club): Will Cowell

Board of Directors Safeguarding Representative/Senior Safeguarding Manager (Trust): Wendy Swift (role description appendix 5)

Blackpool FC Community Trust (DSO) - 01253 348691

**Where the DSO is not contactable, please contact the Blackpool FC Community Trust SSM
If neither can be contacted, please contact the CEO (Ashley Hackett) and/or EFLT DSO Tara
Lawson (see useful contacts)**

2.5 Staff and Volunteers Roles and Responsibilities:

Everyone at Blackpool FC Community Trust must be alert to the possibility that any child or young person could be the victim of abuse or neglect and must be familiar with these procedures.

It is every person's human right to live a life free from abuse and neglect. Every child 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.

The abuse or neglect maybe from the parent/carer, but also may be from another child or young person. Concern about a young person must be discussed with the Designated Safeguarding Officer immediately so that, if necessary, a referral can be made without delay. In urgent situations, referral must not be delayed. If the Designated Safeguarding Officer is not available, please consult the Senior Safeguarding Manager who will have access to the appropriate course of action. Any concern about a child must be reported following the procedures set out in this policy and procedures flow chart (Appendix 1, Reporting Concerns Procedures flowchart).

Staff and volunteers have a responsibility to report poor practice or any concerns regarding staff and volunteers both internally and from external organisations. This is in line with the Blackpool FC Community Trust whistleblowing, complaints and appeals policies.

Staff and volunteers are also responsible for ensuring that they undertake relevant training identified for their post. The DSO has a responsibility to inform staff of upcoming training regarding safeguarding.

Blackpool FC Community Trust staff, volunteers and others will encounter children 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](#).

2.6 Working in partnership – Due diligence

Blackpool FC Community Trust work in partnership with a variety of organisations. BFCCT ensure that any service level agreements that are in place with delivery partners highlight the requirement to safeguard children and young people. BFCCT will inform delivery partners that the Trust has policies and procedures in place 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)

Where a delivery partner has their own safeguarding procedures e.g. schools, BFCCT will follow these procedures as a supporting partner.

Whether commissioning an organisation to deliver on behalf of BFCCT or working in partnership with an organisation, Blackpool FC Community Trust will always follow its own procedures if at any time there is deemed to be lack of clarity or response to a concern by a partner organisation.

3. RECRUITMENT AND DISCLOSURE

In our recruitment and selection of staff and volunteers we will always adhere to the Government guidance contained within “*Working Together to Safeguard Children*” (HM Government 2023) and “*Safeguarding Children and Safer Recruitment in Education*” (DfES 2006).

All job adverts and descriptions will highlight BFCCT’s commitment to safeguarding children and young people. We will ensure that our interview panellists are appropriately trained, that we always follow up gaps in previous employment, that we always require specific references from employers for the last five years and that for all posts, paid and voluntary, the appropriate Disclosure & Barring Service (DBS) disclosure and FA Criminal Records Check (CRC) carried out.

Blackpool FC Community Trust is committed to providing equal opportunities to staff and therefore a DBS with content will not necessarily result in a bar from work.

The Rehabilitation of Offenders Act 1974 and Protection from Freedoms Act 2012 will be considered in all cases before a final decision is made. In all cases where the act applies, BFCCT will follow the procedures set out in the BFCCT Recruitment of ex-offenders' policy.

BFCCT utilise Sentry to host a single central record to monitor all relevant checks in line with safer recruitment and ongoing due diligence.

The Senior Leadership Team will receive training in Safer Recruitment.

All new employees, workers or volunteers working with children or young people at the Community Trust will be required to complete an induction before commencement of duties, at which point they will complete and abide by [Safeguarding Code of Conduct](#).

The full recruitment process is provided in the Recruitment and Selection Policy.

3.1 Training:

All Blackpool FC Community Trust employees are expected to complete formal safeguarding training.

All delivery staff will undertake compulsory internal training through [BrightHR](#):

- Safeguarding Children Awareness
- Safeguarding adults’ awareness Health and Safety Awareness Lone working
- Manual Handling Awareness Risk assessments
- First aid awareness

Staff will undertake safeguarding training refreshers a minimum of once per year (internally) and



renew Safeguarding training on a three-year cycle.

Staff will also be provided with access to other relevant Safeguarding training relevant to their role including EFLT, FA and [Lancashire Safeguarding Board](#) training.

Staff are required to bring a copy of their safeguarding certificates to hold in staff files.

4. RELATED POLICIES ([Policies](#))

4.1 Health and Safety:

Blackpool FC Community Trust work in line with the internal health and safety policy alongside guidance from the EFLT with regards working with children and young people. Where a child or young person is involved, a risk assessment must consider of their vulnerabilities which will include the safeguarding of children. The risk assessment should set out what arrangements are in place for their care and supervision. For a child who is subject to a care plan the DSO will work with the relevant agencies to ensure an individual risk assessment is in place to ensure health and safety requirements are adhered to.

All accidents must be reported through [BrightSafe](#) and parents/guardians provided with an accident note [Accident Note.docx](#)

4.2 Data Protection:

The Community Trust's Data Protection Policy adopts the principles laid out in the Data Protection Act 1998 and General Data Protection Regulation (GDPR). Blackpool FC Community Trust will ensure all sensitive information about the children and families we work with is retained and disposed of in line with current Data Protection legislation. See 9.3 for the information sharing procedure in relation to safeguarding.

4.3 Equality and Promoting Diversity:

As set out in the Equality and Diversity policy Blackpool FC Community Trust is committed to providing a working environment in which staff, volunteers and participants can realise their full potential irrespective of their age, disability, gender, marriage or civil partnership status, pregnancy and maternity, race, religion and belief, sex or sexual orientation (Equality Act 2010).

The Trust is also committed to address the additional vulnerability of some participants and the extra barriers they may face.

Declared Disabilities:

The Equality Act requires employers to treat people with a declared disability equally with non-disabled persons in all employment matters. A disability under the Act is described as a physical or mental impairment that has a 'substantial' (more than a minor or trivial) and "long-term" (more than 12 months) negative effect of the individual's ability to undertake normal daily activities.

The Community Trust will make reasonable adjustments / changes to the premises etc. to accommodate the needs of employees with disabilities so long as these changes do not contravene other health and safety laws.

4.4 Managing Allegations against staff and volunteers

Blackpool FC Community Trust work in line with the Managing allegations against staff and volunteer's policy. The purpose of this policy is to provide a framework for managing cases where allegations are made about the staff that indicate that children, young people and adults at risk are alleged to have been harmed or have the potential to be harmed. Where an allegation has been

investigated and an outcome given, the staff member is able to appeal if they feel the outcome is not a fair one (BFCCCT Complaints and Appeals policy).

5. BLACKPOOL FC COMMUNITY TRUST PROCEDURES

5.1 Parental/Guardian Consent ([Consent Forms](#)):

Blackpool FC Community Trust will make every effort to obtain parental/Guardian consent for all activities using a signed consent form ([Consent Forms](#)). Blackpool FC Community Trust will do everything it can to safeguard children in its care.

5.2 Use of Images ([Consent Forms](#)):

The Community Trust takes its guidance on the use of images from guidelines issued by the FA and EFL (Guidance for safer working practice – Safeguarding Vulnerable Groups). All images are taken by Community Trust staff who have been briefed by the media officer regarding their responsibility for the activity being photographed / filmed.

- Before taking images of children, parental consent is sought in writing at the start of each new session the child attends ([Consent Forms](#)). Parents / Legal Guardians are responsible for informing the Trust of any change in circumstances within the course of that child's attendance that may affect consent.
- Parents / Legal Guardians will be informed of how the image will be used. The Trust will not allow an image to be used for something other than that for which it was initially agreed.
- All children featured in Community Trust publications will be appropriately dressed.
- Where possible, the image will focus on the activity taking place and not the specific child.
- Where appropriate, images represent the broad range of people participating safely in the session or event.
- Children who are subject to family, care or legal proceedings, or who are under a court order will not have their images published in any Trust document.
- No images of children featured in Trust publications will be accompanied by personal details such as their home address etc.
- Any instances of inappropriate images should be reported to the DSO immediately. The media officer will ensure that the images used adhere to gaining consent and the *Blackpool FC Community Trust Social Media Policy*.

5.3 Children Who are Not Picked Up on Time:

Blackpool FC Community Trust has procedures in place for children whose parents do not collect them from an activity as a specific time. All parents / carers are made aware that their children should be met no later than 15 minutes after an activity has finished.

Should the child not be collected within 15 minutes, staff will endeavour to contact the parent / guardian on the emergency contact number which can be found on the parental consent form. If a child is not collected a minimum of two staff, or a staff member and volunteer will wait at the venue until a parent/carer arrives.

5.4 Lost/Missing Children procedure:

If a child or young person is reported lost/missing, then the staff must undertake the following procedures:

Delivering in an external organisation e.g. school



Notify immediately the organisation staff. Inform the staff of where the child was last seen, the name of the child, a description of the child and how long it has been since the child was last seen. Follow the external organisation's procedures from this point.

Blackpool FC Community Trust programmes:

Notify immediately the lead staff. Inform the staff of where the child was last seen, the name of the child, a description of the child and how long it has been since the child was last seen.

The lead staff will ensure that other children are suitably supervised by other staff before undertaking a search of the immediate surroundings.

Search process:

- Search of immediate surroundings (nearby rooms, facilities)
- Search of wider area (whole building, play area, public spaces), include more staff where possible to make searching quicker
- Inform the Designated Safeguarding Officer, if satisfied the child is not in the immediate area the DSO will contact the parents. The DSO will ask the parents if the child has returned home
- **If the child has not returned home, and the child has not been found within 45 minutes, the DSO will inform the Police, Chief Executive Officer and if appropriate, Children's Social Care**
- Instructions will then be taken from the Police.
The DSO will make a record of the situation.

5.5 Ratio of Adults to Children:

Blackpool FC Community Trust adopts best practice regulations laid down by the FA in relation to the supervision of adults to children. Procedures are in place to fully risk assess the types of activity and participant ability to ensure appropriate ratio of staff / coaches to participants.

The level of supervision required will vary dependant on the nature of the activity and the participants involved. Ratios for each activity will be determined by taking the following into consideration:

- Age and needs of participants.
- Nature of the activity and environment.
- Risk assessments identifying potential behavioural issues.
- Expertise and experience of the staff involved.
- Male and female supervising staff wherever possible for mixed gender participant activities.
- Where programmes are regulated by an external partner/SLA such as NCS, the ratios set by them will be adhered to.

5.6 First Aid and Administration of Medicine – Children Engaged in Trust Activity:

In circumstances where a child needs medication regularly, an [individual health care plan](#) should be established to ensure the safety and protection of the child and the staff who are working with them. All medical information concerning children shall remain confidential. When administering first aid, staff should understand the extent and limitations of their role in carrying out basic care and hygiene tasks for minor abrasions and should recognise when an injury requires more experienced intervention.



Blackpool FC Community Trust accepts that there will be occasions when medical treatment is necessary during activities and events especially at weekends and in the evenings and due to staffing numbers, the Trust may not be able to guarantee that two members of staff are present during treatment. First aid will only be administered by a qualified, nominated First Aider.

Parents should always be informed when first aid has been administered to a child.

5.7 Promoting safeguarding at every session

To ensure that safeguarding is embedded in every BFCCT session, all parents are made aware of this policy and the children who attend can set the ground rules for the sessions they attend alongside the coaches. This ensures that the children take ownership of rules and are confident to speak to the coaches when they feel something is wrong.

Ground rules expected by coaches include but not limited to:

- No bullying, including teasing, name calling, singling out and aggressive behaviour (anti-bullying policy)
- No swearing
- Respect the coach and each other
- Listen to the health and safety rules

Copies of ground rules will be displayed during activities e.g. sports camps.

Participants will also be provided with the BFCCT Code of Conduct (Respect Staff, Respect Each Other, Respect Our Facilities).

All participants are able to report safeguarding concerns directly to the DSO through the MyVoice platform.

6. MATCH DAYS

Unaccompanied Children:

In accordance with Blackpool FC's ticketing terms and conditions, the minimum age that a child is permitted to attend a match at Bloomfield Road Stadium unaccompanied is 14 years old.

Mascots

Mascots are to be supervised by two members of staff. Booking of Mascots is undertaken by Blackpool Football Club and images consent is managed by them.

Lost Children:

Procedures for dealing with children who become or are reported lost at the stadium on match day are contained within the club's *Matchday Operations Manual* in the control room. The match day procedure can be found in appendix 3.

Transport:

Blackpool FC Community Trust has overall responsibility for all Trust activities involving participants which includes transport arrangements. The Trust has travel risk assessments, which gives full details how each trip manages the safe transport to and from activities and events.

7. MENTORING PROGRAMMES

Blackpool FC Community Trust deliver several mentoring programmes including:

- Tower Above/Tower Above Online (Tower Above Policy Document)



- Mentoring (High School Hubs Policy Document)

All mentoring provision is referral based with associated risk factors which must be met. These risk factors are highlighted in the relevant policy documents. Copies of the referral forms and the mentoring process are also included in the relevant policy documents.

8. GUIDANCE IN THE EVENT OF CONCERN

8.1 Highlighting Concern:

Although Blackpool FC Community Trust is committed to doing the upmost to safeguard children from harm, there may be an occasion when concern is raised over the treatment of a child.

‘Child abuse and neglect’ are generic terms encompassing all ill treatment of children as well as cases where the standard of care does not adequately support the child’s health or development. Children may be abused or suffer neglect through the infliction of harm, or through the failure to act to prevent harm. Abuse can occur in a family or an institutional or community setting. The perpetrator may or may not be known to the child.

8.2 Designated Safeguarding Officer (DSO):

For the management of a safeguarding situation involving a child, the Designated Safeguarding Officer (DSO) should be consulted. In the absence of the DSO, or if he / she is implicated in the abuse, an alternative member of staff must be identified to deal with the matter, in the case of the Trust this will be the Chief Executive.

The role of the DSO is as follows:

- Directly managing and supporting the staff involved in the situation.
- Ensuring that action taken is effective in providing immediate and ongoing protection to the child.
- Ensuring that practical and emotional support is available according to need.
- Reporting the incident to the Chief Executive and or the English Football League Trust Safeguarding Officer (see 10. useful contacts).
- Where an allegation is made against a member of staff or volunteer the DSO will liaise with the Chief Executive to consider invoking suspension procedures.
- The DSO and Chief Executive will take collective responsibility for ensuring the appropriate support is offered to the person who is suspended.

Full job description can be found in Appendix 4

8.3 Recognition – Signs of Abuse:

There are several forms of abuse that a child can suffer (Appendix 2, Signs and Indicators Summary).

For a full description of types of abuse please refer to the information below (this is not an exhaustive list).

Physical Abuse: may involve hitting, shaking, throwing, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. A person might do this because they enjoy or need the attention, they get through having a sick child (fabricated or induced illness). Physical abuse can be used through omission or the failure to act to protect.

Domestic Abuse: Legislation encompasses 16 and 17 years olds within the definition of domestic abuse if they are in an abusive or violent relationship. Young persons of this age can be victims of or perpetrators of domestic abuse and violence. Young persons can also be affected by witnessing domestic abuse within a family setting.

The cross-government definition of domestic abuse as of March 2013 is:

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. This can encompass but is not limited to the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

This definition, which is not a legal definition, included so called ‘honour’ based violence. Female genital mutilation (FGM) and forced marriage. Victims are not confined to one gender or ethnic group.

Sexual Abuse: Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether the child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as masturbation, kissing, touching over clothing. Sexual abuse may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images and pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Boys and girls can be sexually abused by males and / or females, by adults and by other young people. This includes people from all ages and backgrounds.

‘**Sexting**’ is the act of generating and / or sharing sexually explicit photographs or images, primarily through SMS on mobile phones but also using the internet. This often occurs after the breakdown of relationships involving young people (U18’s) and can cause enormous distress to the young person affected.

Crimes involving child abuse images fall under the Protection of Children Act 1978 and Sexual Offences Act 2003.

Child Sexual Exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, power, or status. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.

Child sexual exploitation is a hidden crime. Young people often trust their abuser and do not understand that they are being abused. They may depend on their abuser or be too scared to tell anyone what is happening. It can involve violent, humiliating and degrading sexual assaults, including oral and anal rape. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection, or status. Child sexual exploitation does not always involve physical contact and can happen online.



Neglect: Neglect is the persistent failure to meet a child’s physical and / or psychological needs. It is likely to result in the serious impairment of the child’s health or development. It may involve a parent or carer failing to provide adequate food, shelter, and clothing (including exclusion from home or abandonment).

Failing to protect a child from physical or emotional harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

Emotional Abuse: Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve making a child feel or believe that they are worthless or unloved, inadequate, or valued only if they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capacity, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Bullying: Bullying is not always easy to define and can take many forms. The three main types are:

- Physical
- Verbal
- Emotional

The Community Trust has zero tolerance approach to bullying and any reported incidents of bullying by a staff member to child, child to staff member or child to child will be taken seriously and investigated by the DSO. Procedures for dealing with incidents of bullying are contained within the Trusts Anti-Bullying Policy.

8.4. Preventing Extremism and Radicalisation in Children and Young People

Extremism is the holding of extreme political or religious views, for an ideology that is far outside the mainstream attitudes of society.

Radicalisation is a process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine the status quo or reject and / or undermine contemporary ideas and expressions of freedom of choice. For example, radicalisation can originate from a broad social consensus against progressive changes in society. Radicalisation can be both violent and nonviolent. There are multiple pathways that constitute the process of radicalisation which can be independent but are usually mutually reinforcing.

From July 2015, all schools and childcare providers are subject to a duty under the ‘Counter Terrorism and Security Act 2015’ in the exercise of their functions, to have ‘Due Regard’ to the need to prevent people being drawn into terrorism. This duty is known as the ‘Prevent Duty’.

The guidance and advice provided is intended to help childcare providers think about what they can do to protect children from risk of radicalisation. This is seen as a childcare provider’s wider safeguarding duties and similar in nature to protecting children from other forms of harm (e.g. drugs,

gangs, neglect, sexual exploitation).

All staff at BFCCT are to undertake the HM Government Prevent training.
<https://www.gov.uk/guidance/prevent-duty-training>

8.5 County Lines

When an organised crime group or urban gang from an area such as London, Birmingham, Manchester, Liverpool, or West Yorkshire extends their drug dealing operation into other counties it's often referred to as 'county lines'. 'Line' refers to the mobile phone drug lines that organised crime groups market to sell their drugs.

Gangs need people to transport drugs and cash and often exploit children and vulnerable adults to do so. These drugs runners are incentivised with things that they want or need such as money, gifts like designer clothes and trainers, status, perceived friendship, or protection in return for completing tasks. Soon these gifts and intangible benefits turn into threats of what will happen if they don't complete a task. These intimidation tactics make it very difficult for new recruits to say no, particularly as debts are incurred.

Children as young as 10 and vulnerable adults are made to travel many miles away from home to coastal towns and rural locations to deliver Class A drugs such as heroin and crack cocaine, collect cash, and even carry out enforcement for the gang. Travelling to areas where they are not known by the authorities allows them to fly under the radar for longer, carrying the risk on behalf of senior gang members. This causes obvious problems in our communities as vulnerable adults and children go missing for days at a time, missing school and being away from any support.

8.6 Child on child abuse

Peer on peer abuse occurs when a young person is exploited, bullied and / or harmed by their peers who are the same or similar age; everyone directly involved in child-on-child abuse is under the age of 18. 'Child-on-child' abuse can relate to various forms of abuse (not just sexual abuse and exploitation), and crucially it does not capture the fact that the behaviour in question is harmful to the child perpetrator as well as the victim.

There is no clear definition of what peer on peer abuse entails. However, it can be captured in a range of different definitions:

- Domestic Abuse: relates to young people aged 16 and 17 who experience physical, emotional, sexual and / or financial abuse, and coercive control in their intimate relationships
- Child Sexual Exploitation: captures young people aged under-18 who are sexually abused in the context of exploitative relationships, contexts, and situations by a person of any age - including another young person
- Harmful Sexual Behaviour: refers to any young person, under the age of 18, who demonstrates behaviour outside of their normative parameters of development (this includes, but is not exclusive to abusive behaviours)
- Serious Youth Crime / Violence: reference to offences (as opposed to relationships / contexts) and captures all those of the most serious in nature including murder, rape and GBH between young people under-18
- 'Cyberbullying': involves sending inappropriate or hurtful text messages, emails, or instant messages, posting malicious material online (e.g. on social networking websites) or sending or posting offensive or degrading images and videos
- Racist and Religious Bullying: A range of hurtful behaviour, both physical and psychological, that makes a person feel unwelcome, marginalised, excluded, powerless or



worthless because of their colour, ethnicity, culture, faith community, national origin, or national status

- Sexual, Sexist and Transphobic Bullying: includes any behaviour, whether physical or nonphysical, where sexuality is used as a weapon by boys or girls
- Homophobic Bullying: targets someone because of their sexual orientation (or perceived sexual orientation)
- Disablist Bullying: targets a young person solely based on their disability, this can include manipulative bullying where a perpetrator forces the victim to act in a certain way or exploiting a certain aspect of the victim's disability.

Where there is any concern that peer on peer abuse is taking place, inform the DSO immediately (see Child on Child Abuse Policy).

9. RESPONDING TO A REPORT OR SUSPICION

9.1. Dos and Don'ts

Where possible the DSO should be contacted as early as possible, however it is recognised that an individual may need to respond to a situation immediately. With this in mind the following guidelines offer help and support in responding to abuse or a suspicion of abuse:

DO:

- If the child is hurt or ill – seek medical attention if necessary – call the Police 999 and ask their advice if you are unsure. Further advice can be obtained from the Children's Social Care Duty Team / Social Services out of hour's service (see contacts in section 9.) if the child is immediately at risk of significant harm. It may be appropriate to contact the Local Authority Designated Officer (LADO) depending on the nature of the concern.
- Always treat all allegations seriously and act towards the child as if you believe what they are saying – **LISTEN**.
- Tell the child they are right to tell you and reassure the child they are not to blame.
- Be honest about your own position, who you must tell and why.
- Tell the child what you are doing and when, keep them up to date with what is happening.
- Take further action – you may be the only person able to prevent further abuse.
- **4R's – Recognise, Respond, Record and Refer** (Report on to the appropriate person).
- Record everything said and actions taken as soon as you can ([Cause for Concern Form](#)) – Use the child's words – not opinion or interpretation.
- Inform parents / carers unless there is suspicion of their involvement. Consultation should take place with a DSO / Chief Executive before parent / carers are informed.

DON'T:

- Make promises you cannot keep.
- Ask leading questions
- Interrogate the child – it is not your job to carry out an investigation / interview – ask the most basic questions and then let the child talk, you LISTEN and ensure that you do not jeopardise any potential criminal investigations.
- Cast doubt on what the child has told you, do not interrupt or change the subject.
- Say anything that makes the child feel responsible for the abuse.
- Promise to keep secrets or keep the information confidential.

A child or young person should never be pressured to give information or show physical marks



unless they do so willingly. **If they choose to show markings, two members of staff should be present.**

In cases where there are suspicions of serious harm or sexual abuse, the DSO will seek immediate advice from the Children and Family Social care BEFORE discussing this with the family.

DOING NOTHING IS NOT AN OPTION: Safeguarding is EVERYONE'S Responsibility (Working together to safeguard children, 2023).

9.2 Recording and reporting Allegations or Suspicions:

The DSO will ask for a written factual statement from the person making the report. Reporting of concerns are to be made through [MyConcern](#) which will then automatically inform the DSO. Any statement made by the child or young person should be reported **in their own words**. These reports should be confined to facts and should not include any opinion, interpretation, or judgement.

If the report involves allegations about another member of staff, that person may also be asked to write a brief report. In this case, the procedure set out in the Allegations against staff and volunteer's policy will be followed.

If the behaviour of a person close to a child is inappropriate (this may also include another member of staff, peer or family member), BFCCT staff, participants and partners are encouraged to 'whistle blow' to highlight concerns. In this instance, the BFCCT Whistleblowing Policy and Procedure would be followed.

Investigations into abuse will require careful management. The DSO should seek advice of, Local Authority Safeguarding Board, the Police, or in cases of low level poor practice The Football Association Safeguarding Children & Adult's at Risk Case Management Team and the EFLT Safeguarding Lead before setting up an internal inquiry and take their advice on informing the child or young person's parents / carers.

In any case of suspected abuse, as soon as the Local Authority Designated Officer (LADO) has been informed, Blackpool FC Community Trust will provide a report to The English Football League Trust Safeguarding Manager, Lancashire Football Association County Welfare Officer and FA Case Management Team.

If for any reason MyConcern is not accessible, please report the concern using the Cause for Concern' form ([Cause for concern form.docx](#))

Blackpool FC Community Trust will ensure any child that is in immediate danger is immediately removed from any risk of harm.

9.3 Responding to disclosure of historical abuse

Allegations of child abuse are sometimes made by adults and children many years after the abuse has occurred. There are many reasons for an allegation not being made at the time including fear of reprisals, the degree of control exercised by the abuser, shame or fear that the allegation may not be believed. Other triggers may include the person becoming aware that the abuser is being investigated for a similar matter or their suspicions that the abuse is continuing against other children.

If this situation arises it is important to ascertain as a matter of urgency if the alleged perpetrator is still working with or caring for children. Pass on the information to the Designated Safeguarding Officer who will contact Children's Social Care in the area where the alleged incident took place.



The local Children's Social Care has case responsibility and should arrange a Strategy Discussion to determine any further action required. Even if the individual making the allegation is based in Blackpool, it is the Children's Social Care where the historical abuse took place that must be contacted.

Children's Social care should:

- Inform the police and establish if there is any knowledge regarding the alleged perpetrators current contact with children;
- Initiate a strategy discussion and consider other agencies as per Working Together to Safeguard Children;
- Make a LADO referral immediately if the adult works or works with children.

Appendix 6 the procedure for responding to a disclosure of historical abuse.

9.4 Confidentiality and Information Sharing:

Sharing of information between organisations is essential to safeguard children and young people from harm, neglect and exploitation. The advice for all staff at Blackpool FC Community Trust is that no personal assurances of confidentiality can be given to a child or young person if a concern is raised, or an allegation made.

Even in situations where there is no legal requirement to obtain written consent before sharing information, it is good practice to do so. Staff should routinely explain what information is going to be shared with other people or organisations whenever possible however it is recognised that this may not always be possible.

Difficulties in working with the principles of maintaining confidentiality should not lead to a failure to take action to protect a child or young person from harm. Confidentiality must not be confused with secrecy, that is, the need to protect the management interest of the Trust should not override the need to protect the child or young person.

The safety and welfare of the child or young person is paramount.

Decisions about what information is shared and with who will be taken on a case-by-case basis. The sharing of information should be:

- Necessary for the purpose it is being shared.
- Shared only with those who have a need for it.
- Be accurate and up to date.
- Be shared in a timely fashion.
- Be shared accurately.
- Be shared securely.

The Community Trust's *Data Protection Policy* fully details how the Trust manages the safe handling, retention and sharing of confidential information.

There are actions that staff must and are obliged to take once we are aware of a problem. Staff having any concerns about confidentiality, information sharing or any other safeguarding issue in relation to a child or young person should seek advice from the DSO.

All safeguarding information is stored securely by the DSO and will only be shared with the relevant individuals and agencies.

9.5 Critical incident management



Where required, a meeting will be organised to determine issues and responsibilities relating to:

- Assessing risks and response actions
- Liaison with emergency and other services
- Contact with the affected person's relatives and other supports (if appropriate)
- Liaison with other organisations
- Counselling and supporting staff, board members, volunteers, students and consumers not directly involved in, but affected by, the incident
- Media management (if required)

Blackpool FC Community Trust Senior Management Team and Board of Trustees will conduct a review of actions arising from the above meeting to ensure:

- Follow up such as de-briefing, counselling and prevention strategies have been completed
- Relevant people have been informed of all outcomes from the incident
- A recommendation as to the response to the critical incident is documented and a review of all relevant policies is undertaken to implement those recommendations.

For further information, refer to the Critical incident management policy.

10. Policy Review

This policy will be reviewed on an annual basis by the DSO and following any serious incidents where:

- A child is known or suspected to have been abused and
- Either the child has died, or the child has been seriously harmed and there is a concern in how BFCCT responded to deal with the incident.

11. Staff acknowledgement of safeguarding policies

All staff must read this policy and be aware of and have knowledge of other key legislation. All policies are stored on MyConcern and Bright HR to readily accessible by staff. All staff must read and accept this policy in BrightHR [documents](#).

12. Complaints and Appeals post response

If an individual or organisation has any complaints regarding how a safeguarding concern has been dealt with or the outcome of a raised concern, they are entitled to make a complaint to BFCCT. Similarly, if an individual or organisation who has been part of an investigation views the outcome as a negative one for themselves, they are entitled to appeal the decision. The full procedure for this is provided in the BFCCT Complaints and Appeals Policy.

13. USEFUL CONTACTS/LINKS

Blackpool FC Community Trust

Telephone Number: 01253 348691

The English Football League / Trust

Tara Lawson – Email: tlawson@efltrust.com Telephone number: 07964 905652

Blackpool Council School Early Intervention and Safeguarding Officer

Rachel Orwin – email: rachel.orwin@blackpool.gov.uk Telephone number: 07818563942



The Football Association Safeguarding Team

Telephone Number: 0800 1691863

Lancashire FA

Neil Yates

Telephone Number: 01772 624000

Blackpool LADO

Telephone Number: 01253 478128

Blackpool Police

Telephone Number: 101

Blackpool Council – Children’s Social Care

Telephone Number: 01253 477299

Blackpool Council – CAMHS (Child and Adolescent Mental Health Services)

Telephone Number: 01253 957160

NSPCC Helpline

Telephone Number: 0808 800 5000

Text Number: 88858

Childline

Telephone Number: 0800 1111 Website: www.Childline.org.uk

CEOP – Child Exploitation and Online Protection Centre

Website: www.ceop.gov.uk

Child Protection in Sport Unit

Website: www.nspcc.org.uk/inform/cpsu

Anti-Bullying Alliance

Website: www.anti-bullyingalliance.org.uk

Charity Commission

Telephone Number: 0845 3000 218

Website: www.charity-commission.gov.uk

Working Together to Safeguard Children

Website: [Working Together to Safeguard Children 2023](#)

Keeping Children Safe in Education

Website: [Keeping Children Safe in Education 2024](#)

GLOSSARY

Children / Child / Young People – is any person under 18 years and for the purpose of this policy means anyone under the age of 18 engaged in Community Trust activities.

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

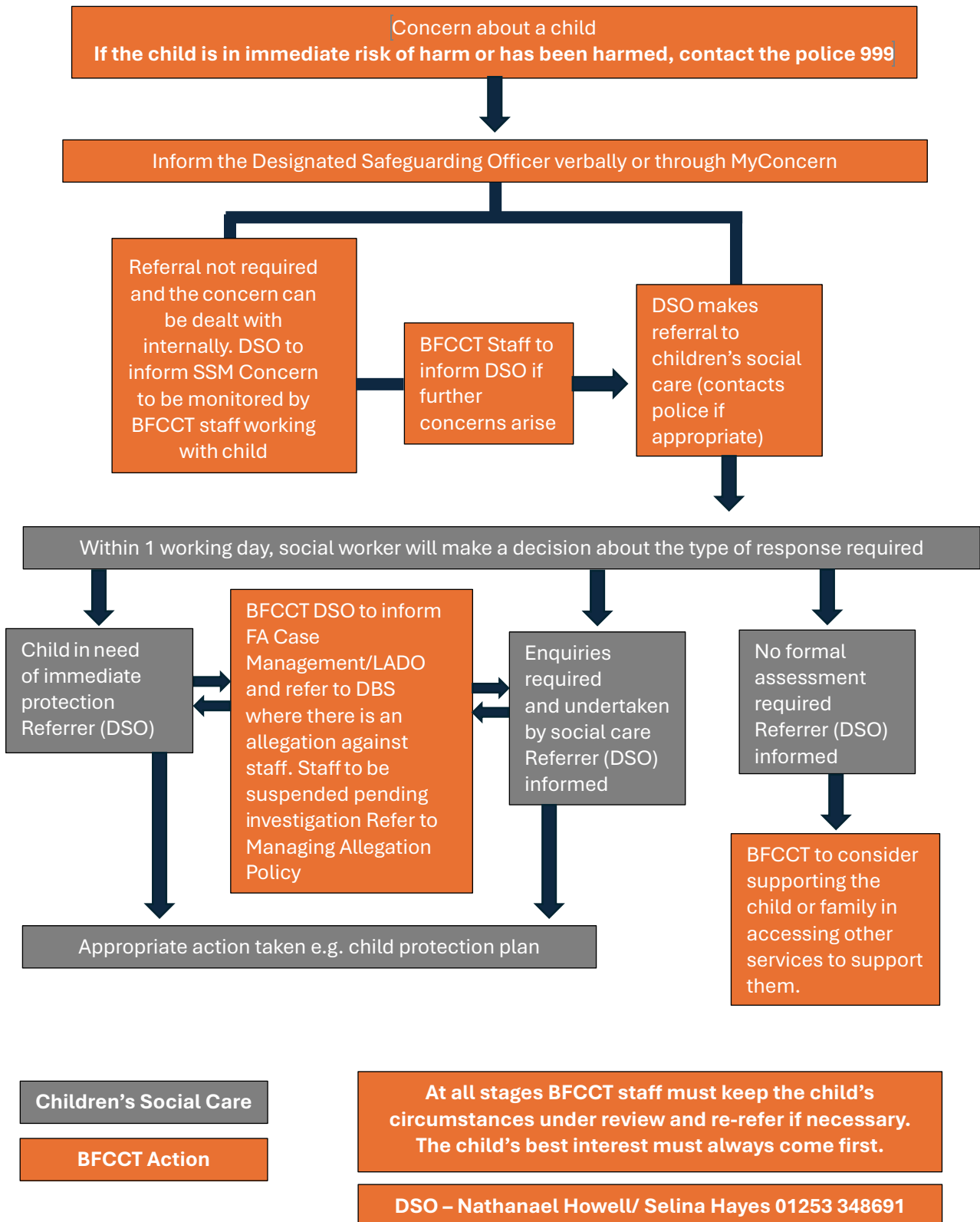
NCS – National Citizen Service

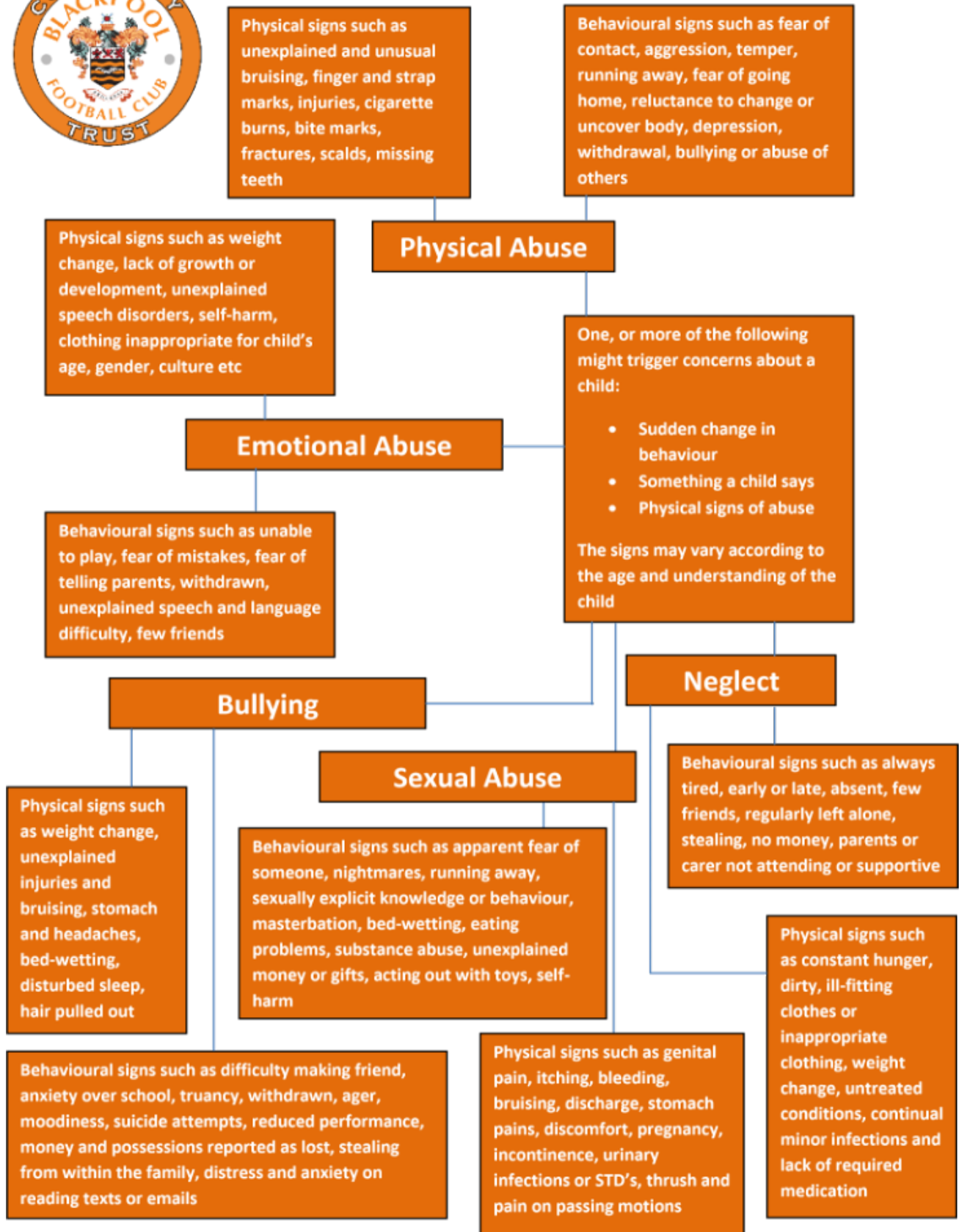
BFCCT – Blackpool FC Community Trust



APPENDICES

Actions where there are concerns about a child







Match day lost child procedure

If a **child is reported lost by a parent or guardian**, the following procedure applies:

- Lost child reported to the nearest steward, who reports lost child to the control room
- A description of the child will be radioed around the stewards and a search commenced
- A description of the child will be announced in the stadium
- If found the child will be taken to the first aid room to be reunited with parent/guardian
- If the child is not found following the announcements and coordinated search control room will contact the police.

If a **child reports themselves as lost**, the procedure is as follows:

- Staff who the child reports will inform the control room
- Control room will make an announcement for the parent/guardian to come to the first aid room to collect child.

Match day Designated Safeguarding Officer: Natalie Gradwell



Designated Safeguarding Lead Job Description

Main roles and responsibilities

Encourage and promote a safeguarding culture across the Trust ensuring participant voice and needs, implementing measures needed to protect and support them.
Ensure staff fulfil their safeguarding duties with delivery of <u>programmes</u>
Attend inter-agency meetings to contribute to assessing the needs of participants
Make referrals to the Disclosure and Barring Service regarding staff and volunteers who have caused harm or risk to a child or adult at risk.
Referring all cases of suspected abuse of any participants at the Trust to the relevant Local Authority Social Care, ensuring this is recorded.
Make referrals to the Police where a crime may have been committed which involves a child or adult at risk.
Support schools and other agencies in undertaking early help assessments for children and their families, and where necessary act as the lead professional
Maintain accurate records of all safeguarding concerns across Blackpool Fc Community Trust provision.
Act as a source of support, advice, and expertise to staff on safeguarding and safety.
Work closely with the Senior Leadership and Management teams to ensure thorough safeguarding procedures are in place for <u>programmes</u> of delivery.
Support BFC School and BFC Sports College in ensuring that education delivery is in line with current legislation.
Support the Senior Leadership Team in ensuring that safeguarding policies and other statutory documents are up to date with current processes and legislation, are publicly available and read and understood by all staff.
Support the Senior Leadership Team in completing Capability Code of Practice submissions (quality assurance)
Support the implementation of safer recruitment processes, ensuring best practice and thorough vetting procedures
Undertake safeguarding inductions with new staff and volunteers.
Maintain links with the local safeguarding partnerships to ensure staff are aware of training opportunities and local policies.
Act as a point of contact in relation to the Prevent, including making referrals to Channel.
Maintain an ongoing training <u>programme</u> in relation to safeguarding, Prevent and Safer Recruitment, ensuring all staff access to online training portals.
Undertake DSL training every two years and attend any relevant training in line with key trends in Blackpool and maintain the knowledge and skills required to undertake the role.
Work with the English Football League Trust and Premier League Charitable Fund Designated Safeguarding leads, meeting quality assurance standards and attending safeguarding working groups.
Ensure the relevant data protection legislation and regulations in line with safeguarding are met
Produce quarterly safeguarding reports to be presented to the Head of Education, Chief Executive Officer, and the board of Trustees.
Work with the Head of Education and Employability, attending safeguarding supervisions.
Remain up to date with safeguarding legislation changes e.g. Keeping Children Safe in Education updates

Person Specification

Qualifications	Essential	Desirable
Currently qualified as a Designated Safeguarding Lead or held a previously accredited safeguarding qualification	✓	



Trained in multiple areas of safeguarding e.g. Prevent ✓.

Additional qualifications as evidence of supporting children, families, and adults at risk ✓.

Social work qualification ✓.

GCSE or Functional Skills Level 2 in Maths and English ✓.

Knowledge	Essential	Desirable
Knowledge of key safeguarding legislation and regulations (including education)	✓.	
Knowledge of safer recruitment principles and practices	✓.	
Knowledge of issues and barriers faced by people living on the Fylde coast		✓.
Knowledge of good safeguarding practice	✓.	
Knowledge of Special Educational Needs and Education Healthcare Plans		✓.
Knowledge of available support services (locally and nationally)	✓.	
An understanding of how to support children and adults experiencing mental health conditions or problems	✓.	

Skills & Experience	Essential	Desirable
Evidence of working with children, families, and adults at risk in difficulty and crisis	✓.	
Experience of multi-agency working	✓.	
Experience of implementing safeguarding policies and procedures	✓.	
Experience or working as a DSL within an <u>organisation</u> working with a broad range of people	✓.	
Experience of handling sensitive data and upholding confidentiality	✓.	
Experience of using <u>MyConcern</u> or similar reporting platform		✓.
Experience of creating and delivering safeguarding workshops/training		✓.
Experience of writing concise reports regarding safeguarding	✓.	
Excellent interpersonal and communication skills	✓.	
Experience of safeguarding in education		✓.
Previous experience of working within the charity sector or Football Club Community Trust		✓.
Experience of implementing and communicating safeguarding practice throughout a large staff team	✓.	
Excellent IT skills	✓.	

Behaviour	Essential	Desirable
The ability to maintain positive relationships with staff and participants	✓.	
The ability to work closely as part of a team	✓.	
High levels of personal integrity and the ability to instill and maintain trust	✓.	
Willingness to contribute to all areas of Blackpool FC Community Trust	✓.	
Resilient, with the ability to handle challenging and adverse situations	✓.	
Always maintain confidentiality.	✓.	
A commitment to Equality Diversity and Inclusion	✓.	



Senior Safeguarding Manager Role Specification

Safeguarding Commitment

Blackpool FC Community Trust is committed to safeguarding and promoting the welfare of children, young people and expects all staff and volunteers, parents, young players and any partner agency or commissioned service to share this commitment.

Post Title: Safeguarding Senior Manager

Department: Blackpool FC Community Trust

Responsible to: The Board / The Chairman

Responsible For: Designated Sageguarding Officer (DSO) – *in respect of safeguarding issues*

Overall Purpose of the Job

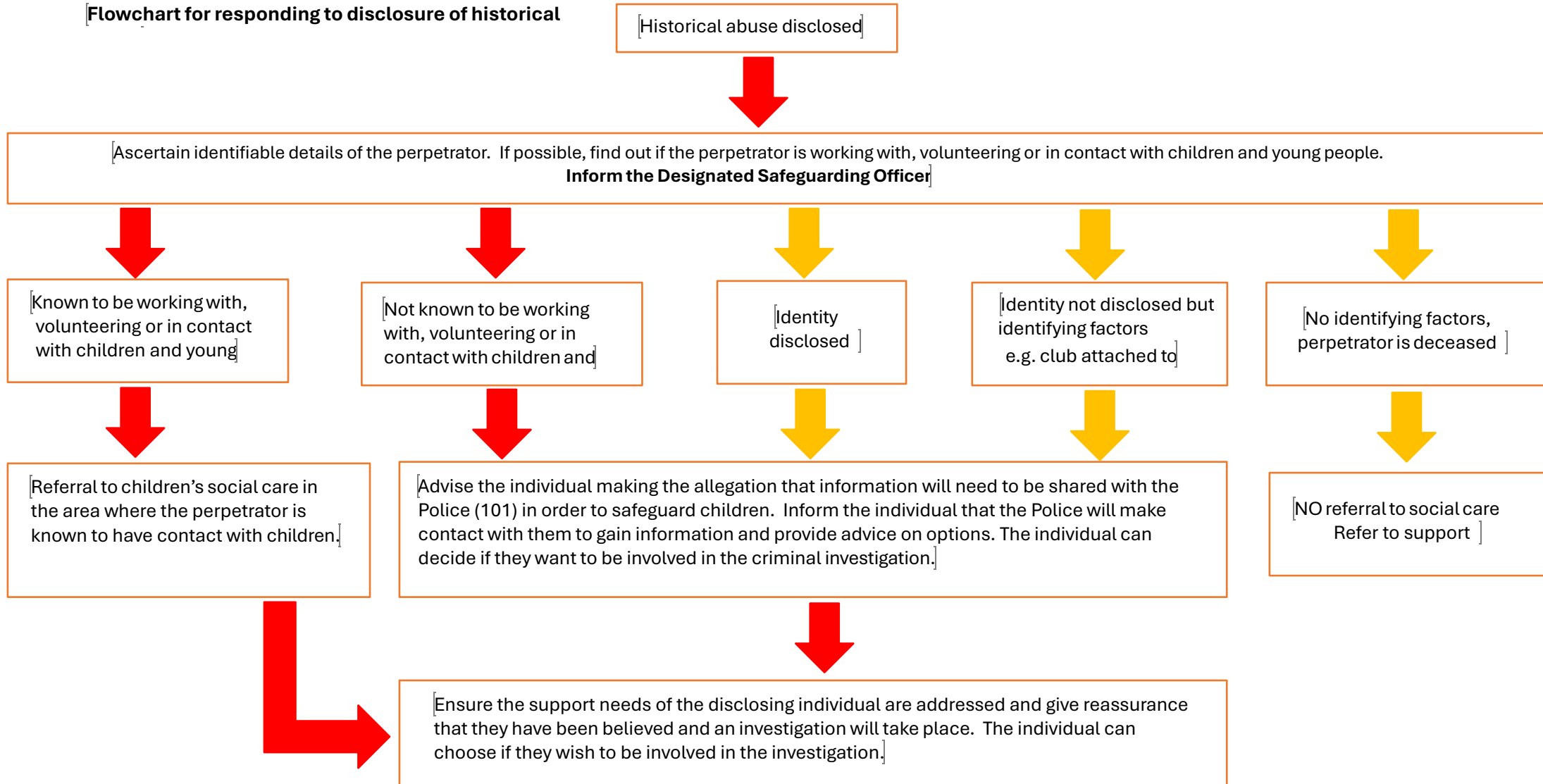
- The overall purpose of this role is to have senior management responsibility for the safeguarding of children and young people/adults at risk involved in any activities organised by the Club/CCO.
- Provide leadership at internal Safeguarding strategic meetings at least quarterly.
- Provide regular reports on Safeguarding to the Board.
- Have an up-to-date knowledge of relevant requirements for safeguarding children.
- Attend SSM Training delivered by EFL at least once every two years.
- Ensure the club has in place appropriate policies and procedures in respect of identifying and reporting concerns or disclosures related to the protection of children.
- Work together with and support the club/department DSO (s) in respect of any concern, disclosure or investigation.
- Ensure complaints of poor practice or disclosures are dealt with or escalated to the appropriate investigating agency.
- Ensure the footballing authorities including EFL/EFL Trust and the FA Safeguarding Case Team are informed as appropriate.
- Ensure issues are reported to the Disclosure and Barring Service (DBS) as required by legislation.
- Ensure any records in relation child protection and safeguarding are stored safely in line with The Data Protection Act (1998).
- Together with the club/department/CCO DSO(s) identify safeguarding training needs and identify resources to support training is delivered to all staff and volunteers.
- Together with the DSO(s) monitor staff/volunteer training records in respect of safeguarding children.
- Together with the DSO(s) ensure all staff/volunteers working with children have the appropriate level of Disclosure & Barring Service (DBS) Criminal Records Check (CRC) for the role. That the CRC is regularly updated in line with FA and FL guidance, currently every 3 years.

Person Specification:

Guidance will be available, however, a high level of initiative, decision-making and discretion will need to be demonstrated in the performance of duties. Safeguarding Senior Managers should consider seeking external advice in relation to safeguarding as and when required.



Flowchart for responding to disclosure of historical



SAFEGUARDING AND CHILD PROTECTION POLICY PANDEMIC ANNEX

Blackpool FC Community Trust is committed to safeguarding and promoting the welfare of children. This commitment remains the same in the difficult circumstances brought about by a pandemic. During this period, the principles and practices of the Trust's Safeguarding and Child Protection Policy and Safeguarding Procedures (including the Code of Conduct) will continue to apply. To ensure the safety and welfare of children whilst working in extraordinary circumstances, the Trust will adhere to the Government guidance:

In practice, the following procedures will apply:

Designated Safeguarding Lead

There will always be a nominated DSL (Designated Safeguarding Lead) or deputy DSL available, either on site or contactable by phone or online video. Where a DSL or deputy is not on site a senior leader will take responsibility for safeguarding on site. The name and contact details of the 'duty' DSL will be published clearly to staff when the weekly duty rota is published. Participants or parents with a safeguarding concern should contact the lead staff member or DSL for that day.

Selina Hayes 01253 348691
Selina.hayes@bfcct.co.uk

Nathanael Howell 01253 348691
Nathanael.howell@bfcct.co.uk

Vulnerable Children

The Trust will continue to work with and support children's social workers to help protect vulnerable children. This will include liaising with relevant providers and ensuring that vulnerable children and those on the edge of receiving social care support can attend our sessions where appropriate.

Participants and Staff

The Trust sessions and programmes will continue to be a safe place for children and young people to attend. We will ensure that appropriate staff are on site to maximise safety and refer to Government guidance for education and childcare settings on how to implement social distancing and to advice from Public Health England on handwashing and other measures to limit the spread of a virus. Participants on site will be registered and the Trust will follow up on any participant expected to attend. Where a vulnerable child does not take up their place at a session, or discontinues, the Trust will notify their social worker. The Trust will also maintain a record of all staff/volunteers on site on any given day.

Online contact

The Trust will provide a safe environment for online communication. All Participants and staff must remind themselves of and adhere strictly to the Acceptable Use Agreements and Online Safety Policy, including any pandemic extensions to these policies.

Reporting Concerns



We recognise that Trust can be a protective factor for children and young people, and that the current circumstances could affect the mental health of participants and their parents. Staff will be in regular contact with participants and will continue to be vigilant for signs of safeguarding risk or emotional distress. Safeguarding concerns should be reported to the DSL as outlined above. Staff are reminded of the need to report any concern immediately and without delay. Concerns will be addressed initially by staff on site depending on the nature of the issue. All safeguarding concerns will be logged using a cause for concern form in the usual manner. Participants or parents with a concern should contact the lead staff on site who will support and direct them to other staff as needed.

Where a Participant is already known to the Trust as being in need, the DSL will ensure that a communication and support plan is in place for that child. This may include email, phone, or online video contact. The plan will be reviewed regularly and where concerns arise the DSL will consider any referrals as appropriate. Working in partnership we will continue to work closely with our local safeguarding partners and other local agencies.

Reporting procedures for individual programmes

Where programmes require further reporting of incidents and concerns, please follow the guidance contained for that project in the main policy and Appendix 1.]