



**COMMUNITY  
TRUST**

**The Boreham Wood Community Trust**

**SAFEGUARDING POLICY**

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## Introduction

The Boreham Wood Community Trust is committed to continually ensuring the well-being and safety of all children and vulnerable adults connected with its activities. We make a positive contribution to a strong and safe community and are committed to providing a safe and suitable environment for all who attend our premises and activities. We believe that it is the duty of all adults working within the club to safeguard the welfare of children, young people and those of vulnerable adults by creating an environment that protects them from harm.

This policy applies to all staff members of the Trust, including full time, part time, casual workers or volunteers working within the organisation with these vulnerable groups.

This policy applies to the Boreham Wood Community Trust and all its community activities.

Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure and if the breach is deemed to be gross misconduct this may result in dismissal, possible criminal proceedings and the reporting of any incident to the appropriate investigating body.

The Boreham Wood Community Trust meets children, young people or vulnerable adults through the following regulated activities:

- Holiday courses
- Weekly community youth football sessions
- Match day participation at first team games
- Schools programme
- Youth football tournaments
- Walking football sessions
- Disability coaching sessions
- First team home games
- Other trust activities/initiatives.

This policy seeks to ensure that the Boreham Wood Community Trust undertakes its responsibilities with regard to protection of both children and vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.

The well-being of children and vulnerable adults is paramount to all staff and accordingly, they must read and fully understand this policy. Where appropriate, the following guidelines will be supplemented by in service training as provided by local County FA and additional support and guidance.

We work with the Local Authority Designated Officers for children and adults at risk and Hertfordshire County Welfare Officer. The Club's Welfare Officer liaises with the respective safeguarding teams for advice, guidance and referrals. The Club's Welfare Officer adheres to Local Authority/Police and Football Associations protocols.

All Staff either paid or unpaid have a responsibility to report all concerns to the Club Welfare Officer or County Welfare Officer.

## Legislation

The principle pieces of legislation governing this policy are:

- Working together to safeguard children 2010
- The Children Act 1989
- The Adoption and Children Act 2002
- The Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Care Standards Act 2000
- Public Interest Disclosure Act 1998

- The Police Act – CRB 1997
- Mental Health Act 1983
- NHS and Community Care Act 1990
- Rehabilitation of Offenders Act 1974
- The FA Safeguarding Children and Adults at Risk Guidance

## Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection and vulnerable adults wherever possible. Child and Adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitations, and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical Abuse: Includes hitting, giving them alcohol/drugs or poison, excessive or inappropriate training regimes or use of drugs to enhance performance
- Sexual Abuse: This includes situations where adults use children/vulnerable adults to meet their own sexual needs. It can include physical/oral sex, fondling, showing inappropriate material or taking photos for inappropriate use
- Emotional Abuse: This can include persistent lack of love and affection, children that are constantly threatened or taunted
- Bullying: Bullying is a deliberate act of hurtful behaviour usually repeated over a period of time. This may be another child or adult doing the bullying
- Neglect: This is the failure to meet the child or vulnerable person's basic needs i.e. food, warm clothing, leaving children alone or those vulnerable alone or unsupervised to risk injury
- Financial (or material) abuse – this could include the stealing of money or property but also includes fraud or scamming or overpricing repair work to those vulnerable or living alone.

## Definition of a Child

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child.)

## Definition of a Vulnerable Adults

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This may include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance abuser
- Is homeless.

## Aims & Principles

The main aims of this policy are:

- To always safeguard all children and vulnerable adults who come into contact with the Boreham Wood Community Trust and all its activities
- To demonstrate best practice when safeguarding children and vulnerable adults
- To develop a positive and pro-active safeguarding programme to enable all children and vulnerable people to participate in our activities in an enjoyable and safe environment
- To promote high ethical standards through the organisation and our activities.

The key principles underpinning this policy are:

- The child or vulnerable person's welfare is, and must always be, the paramount consideration
- All children and vulnerable people have a right to be protected from abuse, exploitation and poor practice regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity
- To acknowledge and commit to address the additional vulnerability of some participants and the extra challenges that they may face e.g., those in care, looked after children, those with mental health issues, physical disabilities and children living in temporary accommodation
- All allegations of abuse will be taken seriously and responded to efficiently and appropriately
- Encourage all parents/guardians and other family members to be involved in the relationship with the club
- To ensure that all adults, coaches and parents who come into contact with the children and vulnerable adults provide good role models of behaviour.

## **Responsibilities**

The Boreham Wood Community Trust have a clear role to play in safeguarding children and vulnerable adults by behaving in a way that protects them from harm or abuse whatever form it may be.

All staff, paid or unpaid, have a responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. We expect all staff to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices. All staff who have any concerns must report all concerns to the Club's Welfare Officer or Senior Management in their absence.

The Trustees and Management of the Boreham Wood Community Trust have a responsibility to ensure that the policies are in place, appropriate and are accessible to all. They also have the responsibility to ensure that there are sufficient resources both time and money are allocated in the budget to ensure that the policy can be effectively implemented.

The Club Welfare Officer has the responsibility for the safeguarding within the organisation. They must ensure:

- Policy/policies are kept up to date
- Promote the welfare of children and vulnerable adults
- Ensure all staff have access to the information/training that is available
- They receive all staff concerns about safeguarding and respond to all seriously, efficiently and appropriately
- Keep up to date with local arrangements for safeguarding and DBS process
- Develop and maintain effective links with relevant agencies such as County FA safeguarding team and other local agencies
- Take forward any concerns about responses and know the upward reporting process to ensure all vulnerable are protected.

## Recruitment & Disclosure

The scope of this safeguarding policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:

- Whistleblowing: The Boreham Wood Community Trust are committed to achieving the highest possible standards of service and ethical standards in all its practices. To achieve these ends, it encourages freedom of speech It also encourages staff to use internal mechanisms for reporting malpractice or illegal acts/omissions by its employees
- Grievance and Disciplinary procedures: The Senior Management Team address the breaches of procedures and policies
- Health and Safety Policy: Including the lone working procedures, mitigating risk to staff and participants
- Equal Opportunities Policy: Ensuring safeguarding policies are in line with this policy and not discriminatory in any way.

## Safe Recruitment

The Boreham Wood Community Trust ensures safe recruitment through its robust procedures. As part of the recruitment and selection process, offers of work to positions which involve working with children and vulnerable adults are subject to satisfactory DBS Criminal Record Checks with Barred list check. All requests are processed through online through GB Group/Wholegame system.

All offers of work are subject to the outcome of the screening process and until such time a satisfactory DBS certificate has been confirmed as accepted on the system, the member of staff will not be left unsupervised with children. Should an individual's DBS Disclosure reveal any convictions, the Boreham Wood Community Trust will consider whether the nature of the offence(s) renders the person concerned unsuitable for working with children or vulnerable adults. In such circumstances, when the nature of any disclosure has to be considered, a risk assessment will be carried out by the Welfare Officer. Further guidance can be sought from FA DBS Helpdesk. They will assess and where necessary the candidate will be interviewed and assessed. They will make the decision and a new DBS issued if necessary.

For existing staff that have contact with children and vulnerable adults, their DBS will be undertaken every three-years upon notification on Wholegame that it is due for renewal.

## Training & Support

The Boreham Wood Community Trust commits resources for induction, training of staff (paid or unpaid), effective communications and support mechanisms in relation to Safeguarding. Induction will include:

- Discussion of the Safeguarding policy and confirmation of understanding
- Discussion of other relevant policies
- Ensure familiarity with reporting processes, the roles of line manager and Club Welfare Officer
- Initial training on Safeguarding including safe working practices, understanding child protection policies and vulnerable adult policy.

All staff working in direct contact with the young or vulnerable people are required to complete the FA workshop Safeguarding children. Details of attendance will be recorded on the FA Wholegame system and must be repeated every three-years. Further guidance on training for Children and Vulnerable Adults can be obtained from FA Bootroom Website such as online workshop and modules on First Aid in Sport or Guide to Safeguarding Adults.

We recognise that involvement in situations where is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include debriefing support for all staff so that they can reflect on the issues they have dealt with. Access to further such as appropriate counselling. Any staff that raise concerns will be taken seriously and will be updated by Line Manager or Welfare Officer within a defined period of time. Good Practice guidelines are also used to communicate standards/principles to all staff. All employees or volunteers working with children or vulnerable adults should adhere to the following principles:

- Always work in an open environment. Avoid private or unobserved situations and encourage open communication with no secrets
- Make the experience of the sporting activity fun and enjoyable
- Treat everyone with respect and dignity
- Always put the welfare of the children/vulnerable adults first
- Maintain a safe and appropriate distance and avoid unnecessary physical contact
- Where any form of manual/physical support is required it should be provided openly and with the consent of the child or vulnerable person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the person's consent has been given.
- Coaches are qualified in line with the FA minimum requirements. A qualified first aider is in attendance at all training sessions
- Be a good role model, this includes not smoking or use foul/abusive language in the company of children or vulnerable adults.
- Always give enthusiastic and constructive feedback rather than negative criticism
- Keep a clear and appropriately detailed written record of any injury that occurs, along with details of any treatment given and individual who provided it
- All other good practices/common sense principles given the varying situations.

## **Professional Boundaries**

Professional boundaries are what define the limits of a relationship between a support worker and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.

The Boreham Wood Community Trust expects staff to protect the professional integrity of themselves and the organisation. The following professional boundaries must be adhered to when working with vulnerable people:

- Giving and receiving gifts from clients – The Boreham Wood Community Trust does not allow paid or unpaid staff to give gifts or receive gifts from any participant, particularly the vulnerable. However, gifts/prizes may be provided by the organisation as part of a planned activity
- Staff contact with user groups – Personal relationships between a member of staff, paid or unpaid, and a client who is possibly a vulnerable person is prohibited. This includes communications through social networking sites
- Do not use punishment or chastisement as a means of getting a desired outcome when working with a vulnerable person
- Do not pass on a participants personal contact details to a third party
- Do not buy or sell items from a participant
- Do not accept gifts/rewards or hospitality from an organisation as an inducement for either doing/not doing something in their official capacity
- All offer for gifts should be recorded for full disclosure.

## **Reporting**

Although The Boreham Wood Community Trust is committed to doing their utmost to safeguard children and any vulnerable adults from harm, there may be an occasion when concern is raised over the treatment of a participant. Staff are trained to report their concerns through the safeguarding reporting channel. Should staff need to report a concern/incident the procedure is to listen to what is being said, inform the Welfare Officer where the concern will be taken seriously. If the concern/incident is life threatening, the member of staff should call the police immediately and then call the Welfare Officer.

## **Responding**

Where possible the Welfare Officer or other appropriate contact, 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/vulnerable person is hurt or ill – seek medical attention if necessary – call the Police 999 and ask their advice if you are unsure – or Local Authority Designated Officer – if the child is immediately at risk of significant harm treat any allegations extremely seriously and act at all times towards the child/vulnerable adult to show that you believe what they are saying – LISTEN
  - Tell the child/vulnerable that they are right to tell you
  - Reassure them that are not to blame
  - Be honest about your own position, who you have to tell and why
  - Tell the child/vulnerable adult what you are doing and when, and keep them up to date with what is happening
  - Take further action – you may be the only person in a position to prevent future abuse
  - 3 R's Respond, Record, Refer (Report on to the appropriate person)
  - Write down everything said and what was done as soon as you can – Use the child/vulnerable adult's own words directly. Do not record your own opinion or what you think they said
  - Inform parents/guardian/carer unless there is suspicion of their involvement
- **Don't:**
  - Make promises that you can't keep
  - Interrogate the child/vulnerable person – it is not your job to carry out an investigation/interview – this will be up to the police and local authority professional staff, who have experience and are trained specifically to sensitively manage the disclosure – ask the most basic questions and then let the person talk, you LISTEN and ensure that you do not jeopardise any potential criminal investigations
  - Cast doubt on what the child/vulnerable person has told you, don't interrupt or change the subject
  - Say anything that makes the child/vulnerable adult feel responsible for the abuse
  - Promise to keep secrets or keep the information confidential
  - INACTION is NOT AN OPTION.

## **Recording Allegations or Suspicions**

The Boreham Wood Community Trust recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.

The Welfare Officer or other individual conducting an investigation, will ask for a written factual statement from the person making the report. If the report involves an allegation about another member of staff, that person will also be asked to write a brief report. Any statement made by the child/vulnerable adult should be reported in their own words. These reports should be confined to facts and not include any opinion, interpretation or judgement.

The Boreham Wood Community Trust will ensure that any child/vulnerable adult concerned is immediately removed from any possible risk of harm. Investigations into possible abuse will require careful management. The Welfare Officer should seek the advice of the local Authority Safeguarding Board, the Police or in the cases of low-level poor practice the FA Safeguarding Children & Vulnerable Adults Case Management team before setting up an internal inquiry and take their advice on informing the child/vulnerable person's parent or carer. In any case of suspected abuse, as soon as the Local Authority Designated Officer has been informed, the Boreham Wood Community Trust must provide a report to Herts FA Welfare Officer.

There is always tension and caution around issues of confidentiality. The advice for all staff is that no guarantee of confidentiality can be given to a child/vulnerable adult. You cannot promise to keep their disclosure a secret or that you will not have to speak to someone else about the issue. Reassure them that it will be on a need to know basis and that their privacy will be respected at all times.

The child/vulnerable adult should never be pressured to give information or show physical marks unless they do so willingly. If they chose to show markings, two members of staff should be present. There are actions which staff have to and our obliged to take once aware of a problem. Promises of confidentiality should not be given either to the person making the allegations or to the person being interviewed. A matter of confidential on a need to know basis and nobody should have any concerns about referring a safeguarding children issue to the Welfare Officer. The key issue is that the welfare of the child/vulnerable adult is protected.



Any person with concerns about a colleague can also use whistle blowing by calling 0800 169 1863 and asking for the FA's Safeguarding Team, or via email on [safeguarding@theFA.com](mailto:safeguarding@theFA.com). Alternatively, they can go direct to the Police or Social Care and report concerns there.

## Monitoring

As an organisation we commit to monitor the following Safeguarding aspects:

- Safe recruitment practices
- DBS Checks
- Records kept of any supervised sessions
- Training – Records/Register of staff training on child/vulnerable adults to be kept on Whole Game system
- Monitoring whether concerns are being reported and actioned
- Checking that policies are up to date and relevant.

## Managing Information

Information will be gathered, recorded and stored in accordance with the current Data Protection & Confidentiality guidance and legislation.

All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Club Welfare Officer or Designated Senior Manager.

ALL staff must be aware that they cannot promise children or vulnerable adults or their families/guardians/carers that they will keep secrets.

The Boreham Wood Community Trust Community Trust will make its clients aware of the Safeguarding Policy through our website.

This policy will be reviewed by Club Welfare Officer every year and when there are changes in legislation.

## Useful Contacts

### CLUB WELFARE OFFICER

Loretta Browne  
The Boreham Wood Community Trust  
Meadow Park  
Broughinge Road  
Boreham Wood  
WD6 5AL  
Tel: 07590 265 271  
Email: [lbrowne@borehamwoodfootballclub.co.uk](mailto:lbrowne@borehamwoodfootballclub.co.uk)

### COUNTY FA WELFARE OFFICER

Gemma Chaffey  
Hertfordshire FA  
County Ground  
Baldock Road  
Letchworth Garden City  
Hertfordshire  
SG6 2EN  
Tel: 01462 677622

Email: [safeguarding@hertfordshirefa.com](mailto:safeguarding@hertfordshirefa.com)

**THE FOOTBALL ASSOCIATION (THE FA)**

Wembley Stadium

PO Box 1966

London

SW1P 9EQ

Tel: 0844 980 8200

Email: [info@thefa.com](mailto:info@thefa.com)

[www.thefa.com/governance/safeguarding](http://www.thefa.com/governance/safeguarding)

**CHILD PROTECTION IN SPORT UNIT (CPSU)**

National Training Centre 3 Gilmour Close

Beaumont Leys

Leicester

LE4 1EZ

Tel: 0116 234 7278

Email: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

NSPCC 24-hour Helpline: 0808 800 5000

**NSPCC**

Tel: 0800 389 6176

Text: 88858E

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Online: [www.nspcc.org.uk/reportconcern](http://www.nspcc.org.uk/reportconcern)

**CHILD EXPLOITATION AND ONLINE PROTECTION CENTRE (CEOP)**

33 Vauxhall Bridge Road

London

SW1V 2WG

To report a crime; please contact CEOP using the following:

Email: [enquiries@ceop.gsi.gov.uk](mailto:enquiries@ceop.gsi.gov.uk)

In an emergency in the UK, dial 999.