FC UNITED OF MANCHESTER SAFEGUARDING CHILDREN/YOUNG PEOPLE AND ADULTS AT RISK

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Club Safeguarding and Welfare Officer;

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FC United of Manchester Football Club has an appointed Club Welfare Officer in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop.

The post holder will be involved with Welfare Officer training provided by The FA and/or County FA. The Club Welfare Officer is the first point of contact for all club members regarding concerns about the welfare of any young person/adult at risk. The Club Welfare Officer will liaise directly with the County FA (CFA) Welfare Officer and will be familiar with the procedures for referring any concerns.

They will also play a proactive role in increasing awareness of respect, poor practice and abuse amongst club members.

KEY PRINCIPLES FOR SAFEGUARDING

- The club acknowledges its responsibility to safeguard the welfare of every child/young person/adult at risk whilst employed, volunteering, playing or spectating at FC United of Manchester and to ensure that they are safe from all physical, sexual and emotional harm and from neglect and bullying.
- All children/young people/adults at risk, regardless of age, disability, gender, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion, and/or sexual orientation (defined as Protected Characteristics within the Equality Act 2010) have the right to equal protection from harm or abuse.
- Everyone connected with the club will be expected to read these guidelines and understand their responsibility to ensure the safety and well-being of children/young people and adults at risk, and to take steps to ensure allegations or suspicions of abuse are taken seriously.

REPORTING

NO ACTION IS NOT AN OPTION

- All suspicions, allegations or witnessing of abuse or harm to a child, young person or adult at risk must be reported immediately. It may be nothing or it could mean that you prevent further harm to someone.
- Never give an assurance of confidentiality. Assure the complainant that concerns will only be reported to the people whose job it is to protect them. Do not investigate the concern yourself. However, if you are given details, make notes so that you are able to share them with the appropriate person. Whilst doing this, only ask open ended questions.
- In the first instance, report to FCUM's welfare officer. If they are not available, report to a board member. They will then work with the appropriate agencies so necessary action can be taken.
- Where immediate action to prevent harm is needed, and the Welfare office or board member is not available, you may need to contact the police, the NSPCC (0808 800 500, text 88858) or call an ambulance.
- If you witness harm to a child/young person/adult at risk that requires action, call an ambulance and tell them this is a safeguarding concern involving a child, young person or adult at risk. Let the club Welfare Officer know what action you have taken and they will then refer to the necessary agencies and the FA.

CLUB RESPONSIBILITIES

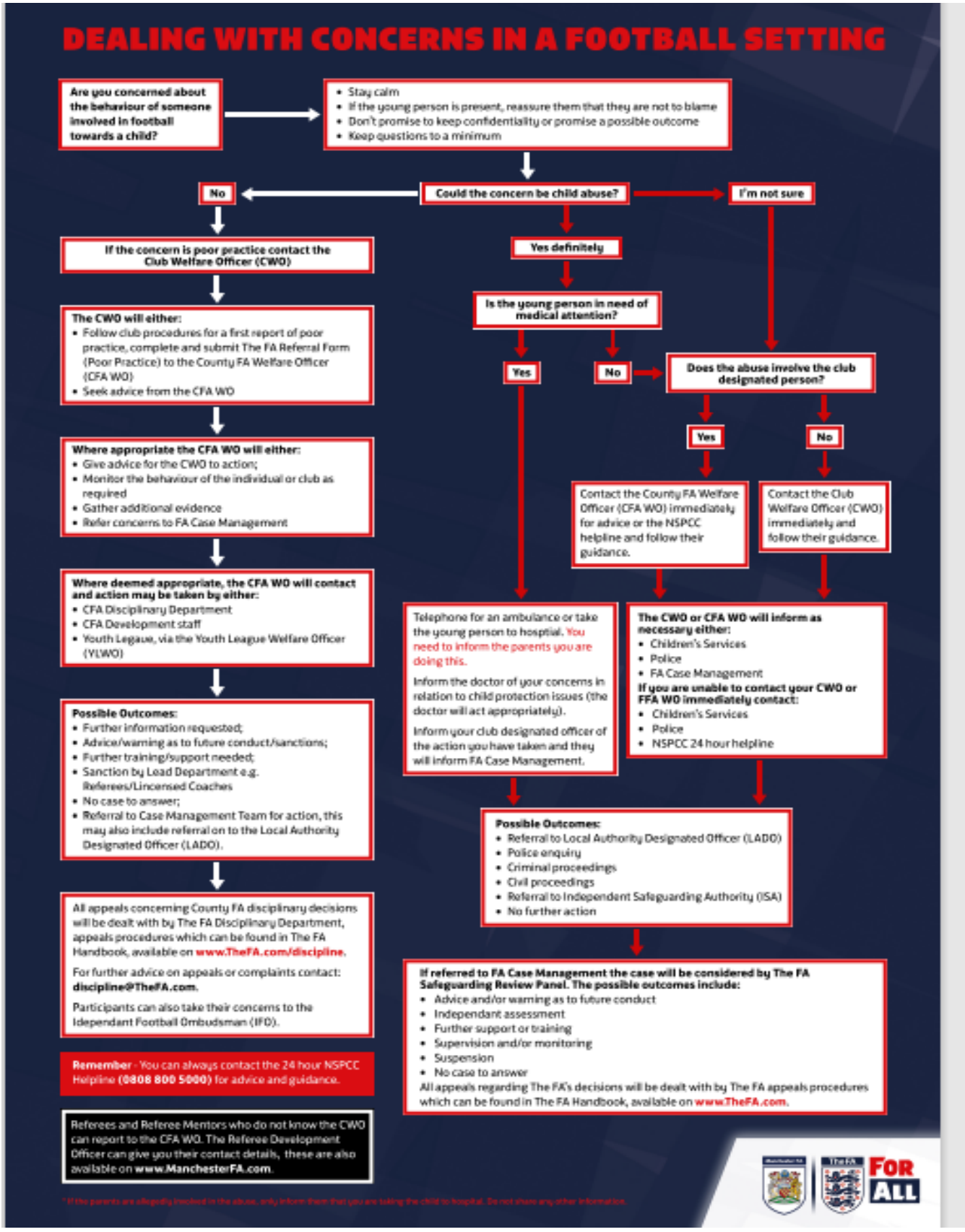
- To ensure and maintain a safeguarding culture within the club to respect all and maintain a safe environment where people feel comfortable to share concerns.
- All suspicions and allegations of abuse of any kind will be dealt with in a timely manner.
- FC United will work closely with other agencies to ensure safeguarding is paramount within the club.
- Staff, coaches, board members and essential volunteers will undertake a safeguarding workshop (this can be done online)
- Ensure the safeguarding policy is published on the club website and is easily accessible to all.

SAFER RECRUITMENT GUIDLINES

We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting staff and, as a minimum, we will:

- Specify what the role is and what tasks it involves
- Request identification documents
- As a minimum meet and chat with the applicant(s) and where possible interview people before appointing them
- Ask for and follow up with 2 references before appointing someone
- Where eligible (staff and volunteers), require an FA accepted Disclosure and Barring Service (DBS) with Barring List Check in line with current FA policy and regulations.

All current FC United of Manchester Football Club members working in eligible roles, with young people and adults at risk - such as managers and coaches are required to hold an in date FA accepted Enhanced DBS with Barring List check as part of responsible recruitment practice.



MATCHDAY SAFEGUARDING

- Chris Boulderstone is the club safeguarding officer. The role involves:
- Responsibility for all safeguarding and welfare matters for those in the stadium during matchdays.
- Responding effectively and with empathy to all safeguarding concerns and applying our safeguarding policy and procedure to safeguard all children and adults at risk.
- Recognising, reporting, recording and referring safeguarding concerns.
- Working with others in the safeguarding and matchday teams to promote a positive safeguarding culture.

Age of a child

- A 'child' is defined as anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout. The lower age limit for unaccompanied minors is 14 years old.
- No child under the age of 14 should be granted access to the stadium without a responsible adult who is over the age of 18. This is consistent with the NSPCC guidelines which states that children under the age of 12 are rarely mature enough to cope in an emergency. Multiple junior tickets can be sold if all of the group are 14 years and over. A responsible adult is required to accompany any child under the age of 14.

Children at Matchday Events

- During matchday there are often groups of children who are visiting the stadium with parents or other professionals in organised groups. If the club is providing an event such as a tour of the stadium or mascots the club is not primarily responsible for these children.
- The club will however always have a minimum of two responsible adults to every group of 20 children. For organised groups where other professionals or parents are not in attendance, the club is primarily responsible for the children in attendance for any activity.
- The minimum ratio for children over five years of age is two adults (who have valid DBS checks) for every 16 children. This is reduced to 12 for children under five years of age. The club will take full responsibility for these children whilst in our care and will follow standard protocols such as completing risk assessments, registration, and dispersal.
- All children who attend Broadhurst Park for an activity or event including Mascots and Ball Crew must be accounted for on a register. Parental consent must be documented prior to any event, which agrees to their participation, photography and how their child will be collected at the end of their experience.

Children within hospitality

Where children or young people are being hosted within our hospitality suites it is essential that the following code of conduct is enforced.Children or young people:

- should not be lifted up above balcony railings;
- should remain seated on the balconies, i.e. no running or jumping;
- should not be served alcohol; and
- should not be left alone without other adults within the party.

Mascots & Ball Crew

The club will only allow children to be matchday mascots or ball crew once parental consent has been obtained.

No photographs of mascots or ball crew featured in club publications will be accompanied by personal information about the child, such as their full name school, home address or local sports team.

Whilst at Broadhurst Park, mascots and ball crew are always accompanied by at least two members of staff who have a valid DBS check.

Staff who are responsible for mascots and ball crew on a matchday are also required to have a good level of understanding and awareness of safeguarding children.

Searching of Under 18s

The decision to conduct searches of Under 18's will be made by the Safety Officer.

Where a child is identified the Safety Officer should be informed and a Safeguarding Officer assigned to attend the area of the search to observe the search taking place. An incident report should be completed for any search on any under 18 even if the outcome is negative.

Name and contact details should be collected and the report should be given to the Safety Officer at the end of the match. Protocols and the process of searching children should promote mutual respect to and from all parties.

Stewards should always identify themselves and provide proof that they are an authorised event steward with the club. Good practice is to have two same sex stewards present for the search, who should both give their name and job title.

Stewards should not need to touch the child during the search, as the procedure is to guide the child or young person to demonstrate that they are not carrying/hiding any dangerous or prohibited items.

Good Practice

- Explain the reason for the search.
- Ask the child for permission to undertake the search, explain that the person has a right to refuse, but doing so can lead to non-admittance; if an adult is present with the child, obtain their permission to conduct the search.
- Ask the child if they are carrying anything which may be dangerous, prohibited or that they plan to use to celebrate during the match.
- Ask if anyone else has asked them to carry anything into the ground for them.
- Explain what they think they may find in the search.
- Ask the child to empty and turn out their pockets.
- Ask the child to take off any outer jacket(s) and pass them over to the other steward for searching.
- Ask the child to roll up their trousers to the knees and roll down their socks.
- If wearing trousers, ask them to pull out the shirt at the waist and visually ensure there is nothing in the trouser belt area
- Request that they replace all clothing before moving on.
- Only search people of the same gender as themselves.
- Follow the correct stadium procedure when finding unauthorised items and explain these procedures to the people involved
- Keep people only for as long as necessary.

Lost/Missing children

Although it is rare for a child to become separated from the adult that they have attended with, stewards are instructed to notify the Safeguarding Officer and the Safety Officer. The Safeguarding Officer should be requested to attend as soon as a missing child is identified. If the circumstances of the child being lost and/or missing raise a potential safeguarding concern the Safeguarding Officer should escalate their concerns and take further advice from either the Police or - where necessary - Social Services.

Some examples of this might be:

- if the parent/carer is intoxicated and the child has been lost due to the actions of the parent/carer
- if a child is lost, under 14 and no contact details for parents
- if a child is lost and in need of urgent medical attention.

Recording Allegations or Suspicions of Abuse

All stewards should immediately report any observations, allegation or suspicions of abuse or poor practice by another professional to their supervisor or the Safety Officer, who will ask for a written factual statement from the person making the report.

Any statement made by the child should be reported in their own words. These reports should be confined to facts. No opinion, interpretation or judgement should be stated, keeping any questions to a minimum and they should be of an open format. No suggestion of who the perpetrator was or how any concern or incident happened should be suggested.

Matchday Contacts

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