



## ADULTS AT RISK POLICY

### Introduction

Charlton Athletic Community Trust is committed to ensuring the protection of Adults at Risk (formally Vulnerable Adults) through the development and implementation of effective policies and best practice. This policy takes into account legislation and guidance laid down by the Care Act 2014.

Trustees, the management and staff (paid and voluntary) recognise and accept the responsibility to develop and raise awareness of the issues involved in working with Adults at Risk and to safeguard any Adults at Risk who attend any CACT programmes or activities.

This Policy is applicable to all Trustees, CACT and volunteers whether paid or unpaid.

### Equality statement

CACT is committed to promoting equality in all areas of work including employment and service provision. CACT will work with partners in the community, voluntary, public and private sectors to achieve this.

### Definition of Adult at Risk

The broad definition of an Adults at Risk is a person

“Who is 18 years of age or over, and who may be in need of community care services by reason of mental health or other disability, age or illness and who is or maybe unable to take care of him/herself, or unable to protect him/herself against significant harm or exploitation.”

(Reference “Who Decides” 1997 Lord Chancellors department)

Thus, a vulnerable adult (Adult at Risk) **may** be a person who: -

- is elderly and frail
- has a mental disorder including dementia or a personality disorder
- has a physical or sensory disability
- has a learning disability
- has a severe physical illness
- is a substance abuser
- is an unpaid carer
- is homeless

The presence of a disability or age alone does not signify that an adult is necessarily vulnerable i.e. unable to take care of themselves or unable to protect themselves from abuse or exploitation.

### **Accountability**

The CACT Board of Trustees has an appointed Safeguarding Trustee who works with the CACT CEO and the Designated Safeguarding Officer. Reports are supplied to the Board of Trustees on a quarterly basis and also go to the Personnel and Finance Subgroup for examination. Both the Board of Trustees and Subgroup meetings provide feedback to the Designated Officer as well as guidance and direction. The Board of Trustees also receive training from the Safeguarding Trustee and Designated Officer.

### **Adults at Risk - Forms of Abuse**

Abuse may be defined as the wrongful application of power by someone in a dominant position over another adult. This can include the exploitation and other abusive activities where there has been not been full or informed consent. Abuse also includes the maltreatment of an adult in forms such as physical abuse or neglect.

### **Abuse of an Adult at Risk could be:**

- Physical abuse – this includes hitting, slapping, kicking, pushing or withholding or misusing medication.
- Domestic Violence - any incident of threatening behaviour, violence or abuse between adults who are or have been in a relationship together, or between family members, regardless of gender or sexuality
- Sexual abuse – this includes sexual assault and rape, or sexual acts where the vulnerable person has not (or could not give consent) or was forced to consent.
- Emotional abuse – this includes threats of harm, humiliation, intimidation, coercion, harassment and criticism aimed at lowering self-esteem and confidence.
- Financial abuse – this includes fraud, theft, exploitation, misappropriation such as coercion to change willed inheritance (i.e. property and possessions) and the misuse of benefits.
- Neglect – this includes withholding basic living requirements such as adequate nutrition, safe and warm environments, withholding medication and failing to provide access to required medical and social care treatment and interventions.
- Peer on Peer – abuse from another Adult at Risk.
- Bullying – this includes a sustained campaign of emotional, physical and verbal abuse (including discriminatory practice).
- Institutional – this includes poor or inadequate care, neglect or poor practice within a residential home, nursing home or hospital.

## Safer recruitment

CACT will ensure that all staff (paid and voluntary) working with Adults at Risk will be subject to a safer recruitment process which will include

- Completion of a CACT application form and attendance at an interview.
- A DBS check where this is required i.e. regulated activity
- Two references from past employers (or school / college for coaches either still attending the latter or having just left).
- Provision of original certificates of qualifications.
- Identity check.
- Right to Work check.
- Attendance at induction (including Adults at Risk training).

Any issues relating to concerns raised over disclosures on the DBS will be discussed in terms of the risk that disclosure poses to any adult at risk by a panel made up of the Safeguarding Officer, appropriate programme manager responsible for this area and a member of the HR Team. The owner of the DBS will also be invited to this meeting. A recommendation will then be made to the CACT Safeguarding Trustee and the CEO

### Recruitment of ex-offenders

As an organisation Charlton Athletic Community Trust (CACT) assesses applicants suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), CACT complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. CACT undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information needed.

The Rehabilitation of Offenders Act 1974 (“1974 Act”) primarily exists to support the rehabilitation into employment of reformed offenders who have stayed on the right side of the law.

Under the 1974 Act, following a specified period of time which varies according to the disposal administered or sentence passed, cautions and convictions (except those resulting in prison sentences of over four years and all public protection sentences\*) may become spent. As a result, the offender is regarded as rehabilitated.

The 1974 Act places limits on what convictions and cautions an employer can ask an individual about and what they can take into account. Any employer can ask a person to disclose unspent convictions and take these into account. Where the job or activity is listed in the Exceptions Order, a standard or (where the role is listed in Regulations made under the Police Act 1997) an enhanced disclosure certificate can be requested, and an employer can ask a person about any unprotected spent convictions and cautions – that means those spent convictions and cautions which are not protected and would be disclosed on a DBS certificate (under the rules described above).

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all

application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position. All applicants will be subject to CACT's Safer Recruitment process.

CACT ensures that all those in CACT who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. CACT also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, CACT ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Any member of staff that has content on their DBS when presenting themselves for an activity will have been risk assessed and will have been deemed as presenting no risk to any person on that activity. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. This is in line with the Football League Recommendations as well

The same process will be used for the recruitment of ex-offenders. All safer recruitment steps will be followed including the use of the panel as detailed in the previous paragraph when the DBS check is received back by the applicant. If the appointment is made this may include a risk assessment being put in place at the commencement of employment.

### **Training**

All staff and volunteers will be required to attend safeguarding training every three years at the appropriate level for the post.

### **Working Practices**

- CACT will provide environments and programmes at which Adults at Risk feel safe and valued and listened to.
- CACT will ensure that Trustees, the management and staff (paid and voluntary) take responsibility to protect Adults at Risk from harm.
- CACT will ensure all staff (paid and voluntary) working with Adults at Risk adhere to the CACT Code of Conduct.
- CACT will ensure all staff working with Adults at Risk will receive sufficient training.
- CACT will exercise a Duty of Care and where necessary share information and/or concerns in a confidential manner with appropriate agencies such as the police or social services.
- CACT will review this Policy annually or before that if needs be (i.e. due to a change in legislation etc).
- Safeguarding will be a standard agenda item at all CACT meetings including the Trustees meeting, Finance and Personnel meeting, Senior Management meetings and Managers Meetings.

## Assessment of partner safeguarding policies and procedures

If working in partnership with other organisations for the purpose of the delivery of programmes and activities CACT will ask as minimum for evidence of

- Safeguarding Policy concerning Adults at Risk and reporting procedures including allegations made against staff and volunteers
- The provision of a Designated Safeguarding Officer
- Training of staff
- Safer recruitment procedures
- Completion of DBS checks if appropriate for the roles.

CACT reserves the right to use their Safeguarding Policies and Procedures if concerned about the response of a partner to any safeguarding issue. This will be reflected in any Service Level Agreement.

## New programmes of activity

Any new programme of activity or one which is undergoing renewal and or improvement will include safeguarding in the planning brief influenced by any known risks that maybe encountered or otherwise, any known information about the group and activity and will take into account any knowledge held by third party agencies and /or stakeholders including information sharing governance.

The views of the adults will also be taken into account with regards to being and feeling safe on any new programmes of activity and what they would like a safeguarding function to look like.

## Designated Officers

**The Designated Officer / CACT Safeguarding Officer is Barry Simmons 0208 850 2866 / 07816 848677**

**The Safeguarding Trustee is Ken Palmer 0208 921 4438**

- CACT in line with the FA policies and procedures has appointed a designated person to deal with first reports of poor practice or abuse. This person will be known as the Designated Safeguarding Officer or CACT Safeguarding Officer but will perform the same functions as the FA's Club Welfare Officer. The Safeguarding Officer will have attended the FA Club Welfare Officer workshop and be trained to DSO Level Three. This falls in line with the recommendations from the Football League and the Premier League. The Safeguarding Officer will provide support to colleagues in CACT as and when appropriate regarding safeguarding concerns.

## Role of the Designated Safeguarding Officer

- **The CACT Safeguarding Officer will act as the first point of contact reports of poor practice / care and or abuse** and will liaise with the relevant services to report the concerns be it the Local Authority Designated Officer (LADO), Adults and Older Peoples Services, the Police or the County FA Welfare Officer if the concerns are football related. The CACT Safeguarding Officer will keep CACT staff informed of all action and conclusions to any safeguarding referrals and reports as appropriate.
- The CACT Safeguarding Officer has the responsibility for updating all CACTs Safeguarding Policies and Procedures and for arranging training for all staff as and when required and in line with the set renewal dates by the relevant appropriate bodies such as the Football Association and Local Authorities.
- The CACT Safeguarding Officer and Charlton Athletic Football Club (CAFC) Safeguarding Officer will meet on a quarterly basis as a means to develop Safeguarding Policies and Procedures and share and develop best practice. This meeting will also include members of the personnel function from both CACT and CAFC and other staff as deemed appropriate.
- The CACT Safeguarding Officer has the responsibility of preparing reports for the Safeguarding Trustee and the Senior Management Team.
- The CACT Safeguarding Officer will also have the responsibility of reporting all allegations against staff to the relevant LADO and making possible referrals to DBS if appropriate (this is a legal requirement).
- The CACT safeguarding Officer will work with the CACT HR officer to ensure that safer recruitment practices are followed and revised when needed.
- The CACT Safeguarding Officer will receive regular supervision from the CACT CEO and Safeguarding Trustee. In turn supervision will be provided for CACT staff involved in any safeguarding work or cases.
- The CACT Safeguarding Officer will be responsible for the generation and maintenance of safeguarding case files and storing these securley in line with GDPR legislation.

## Role of the Safeguarding Trustee (SSM)

- The CACT Safeguarding Trustee will represent the Safeguarding Function on the Board of Trustees and will provide the Board with updates and guidance on new legislation and practice. This will also be disseminated to the CACT Safeguarding Officer.
- The CACT Safeguarding Trustee will have the responsibility to ensure that all CACT Safeguarding policies and procedures are adhered too.

- The CACT Safeguarding Trustee will provide guidance and support the CACT Safeguarding Officer on an on-going basis. This includes support in dealing with safeguarding issues as they arise and in the production of new policies and procedures.
- The CACT Safeguarding Trustee will deputise for the CACT Safeguarding officer during times of absence i.e. annual leave.
- The CACT Safeguarding Trustee will provide training to the Board of Trustees, to the CACT Safeguarding Officer and assist the CACT Safeguarding Officer in staff training.

### Meetings

- The CACT Safeguarding Officer and the CACT Safeguarding Trustee will formally meet on a quarterly basis just before the Board of Trustee meetings to review all CACT practices and procedures as well as analyse and safeguarding cases that have arisen over the last quarter or on going.
- Ad hoc meetings will also be arranged as and when needed.

### Everyone's responsibility

- All CACT staff and volunteers have a safeguarding responsibility. As per the reporting procedures the initial contacts will be the Programme Lead and the Designated Safeguarding Officer. Please ensure that the name of your Programme lead is known to you.

### Reporting Procedures

If there are concerns about an Adult at Risk, then report this to the CACT's Safeguarding Officer and inform the Programme Lead Officer unless they are part of allegation. Use the CACT Internal Referral form to report the concerns.

If the issue is one of poor practice, then CACT's Safeguarding Officer will either:

- Deal with the matter internally with the support of the relevant Programme Lead.
- Seek advice from the CFA Welfare Officer (football related incidents only).

If the concern is one of abuse, then the CACT Safeguarding Officer will either contact the Police or the relevant Local Authority Safeguarding Adults Team or both depending on the nature of the issue. The CACT Safeguarding Officer will also contact the relevant CFA Welfare Officer and FA Case Manager if the concern is a football related one.

If the allegation is against the Safeguarding Officer, then all information should be directed to the CACT Safeguarding Trustee who will action as above.

The same procedure will be in place if the Safeguarding Officer is absent / on leave.

If the Adult at Risk needs immediate medical treatment they should be taken to hospital or an ambulance called. If the latter is the case, then the ambulance staff should be informed that there is a concern regarding the adult. The CACT Safeguarding Officer should then be informed to take the necessary actions in point previously stated.

For allegations against staff concerning an adult at risk first reports can be made to Department Heads who will inform the Safeguarding Officer or reports can go straight to the Safeguarding Officer.

Once received the Safeguarding Officer will work with SMT and the CACT Personnel Officer to investigate the case and then bring in appropriate responses.

If the abuse is historical (i.e. non-recent abuse) in nature similar reporting procedures will be followed as above.

Information will be shared with appropriate organisations if it is to safeguard an adult at risk from potential abuse of abuse that is already occurring. This will be in line with CACTs Data Protection and Information Sharing Policies. All referrals and information sharing will be handled with the strictest confidentiality, with the consent of the adult at risk (please see guidance on mental capacity below) and only shared with organisations that need to know.

The CACT Designated Safeguarding Officer will collaborate with the CAFC Designated Safeguarding Officers on all relevant reported concerns or issues

With regards to serious incidents the CACT Major Incident Management Plan may be implemented which includes specific responsibilities of staff and the handling of media interest.

### **Mental Capacity Act 2005**

The Statutory Principles of the Mental Capacity Act 2005 and the importance of the core principles of this Act is clear, with the principles included in the primary legislation, as section 1 (s.1) of the MCA, with chapter 2 of the accompanying 2007 Code of Practice devoted to their application in practice. As the principles have statutory status they are part of the legal framework rather than best practice guidance, and as such **all those working with individuals experiencing problems with their mental capacity or decision-making must ensure that their actions, or inactions, are guided by them.**

The five statutory principles are:

1. A person must be assumed to have capacity unless it is established that they lack capacity (s.1 (2)).
2. A person is not to be treated as unable to make a decision unless all practicable steps to help them to do so have been taken without success (s.1 (3)).
3. A person is not to be treated as unable to make a decision merely because they make an unwise decision (s.1 (4)).

4. An act done, or decision made, under this Act for or on behalf of a person who lacks capacity must be done, or made, in their best interests (s.1 (5)).
5. Before the act is done, or the decision is made, regard must be had to whether the purpose for which it is needed can be as effectively achieved in a way that is less restrictive of the person's rights and freedom of action (s.1 )

### Whistle blowing

CACT is committed to achieving the highest possible standards of service and the highest possible ethical standards in public life and in all of its practices. To achieve these ends, it encourages freedom of speech. It also encourages staff to use internal mechanisms (whistleblowing) for reporting any malpractice or illegal acts which represent a **safeguarding** concern (harm to an adult at risk) or omissions by its staff or volunteers including ex staff and volunteers

#### Internal issues

- If staff and or volunteers have concerns about another staff member or volunteer, then this should be referred to the CACT Designated Safeguarding Officer.
- Where there are concerns about the CACT Safeguarding Officer these should be referred to the CACT Safeguarding Trustee or in their absence the CACT Chief Executive Officer (CEO)
- In both the above the managing allegations procedures will be followed as laid out in section 8 of this policy and will potentially result in the reporting of the incident to the Local Authority Designated Officer (LADO) and statutory services.

#### External issues

For external issues please contact either the Designated Safeguarding Officer or the Safeguarding Trustee or both. This again could result in the reporting of the incident to the Local Authority Designated Officer (LADO) and statutory services

#### Contacts

**The Designated Officer / CACT Safeguarding Officer is Barry Simmons 0208 850 2866 / 07816 848677**

**The Safeguarding Trustee is Ken Palmer 0208 921 4438**

**The CACT CEO is Jason Morgan 0208 850 2866**

More information can be found in the CACT Whistle Blowing Policy.

### Managing allegations against staff and volunteers

All allegations against staff will be taken seriously particularly if they:

- Behaved in a way that has harmed an Adult at Risk, or may have harmed an adult at risk
- Possibly committed a criminal offence against or related to Adult at Risk
- Behaved towards adult at risk in a way that indicates they are unsuitable to work with Adult at Risk

First reports can be made to Programme Leads who will inform the CACT Safeguarding Officer or reports can go straight to the CACT Safeguarding Officer.

Once received the Safeguarding Officer will work with SMT to investigate the case and then bring in appropriate responses. The CACT Disciplinary Policies and Procedures will be used to guide this process. Appropriate responses could include:

- Referral to the Local Authority Designated Officer (LADO). This will be carried out immediately if this is required.

Royal Greenwich Borough LADO 020 8921 4438

London Borough of Bexley LADO [LADO@bexley.gov.uk](mailto:LADO@bexley.gov.uk) 020 3045 5543

Kent County Council LADO [kentchildrenslado@kent.gov.uk](mailto:kentchildrenslado@kent.gov.uk) 03000 410888

- If football related informing the County FA, FA Case Management Team and the EFL Trust DSO (all within 72 hours)

Kent FA 01622 791850 [info@KentFA.com](mailto:info@KentFA.com)

London FA 02076108360 [info@londonfa.com](mailto:info@londonfa.com)

FA Case Management Team 0800 0835 902 [safeguarding@thefa.com](mailto:safeguarding@thefa.com)

EFL Trust DSO 01772 325800

- Referral to the Police if the case is of a serious enough nature. The police will become the lead agency if they deem the allegation to be a criminal offence.

Emergency 999

Non-Emergency 101

- Suspension of the member of staff or volunteer whilst the investigation happens or the deployment of either of the latter to alternative work in CACT or the provision of an additional member of staff to work alongside them.
- The CACT Designated Officer has a **legal duty** for a Referral to DBS if it is considered the threshold has been met for this. This is a legal requirement under the Safeguarding Vulnerable Groups legislation 2006.

Please see Appendix Two for more details.

The CACT Safeguarding Officer or designated person shall also be responsible for contacting the parents / carers of the adult at risk.

Possible outcomes will be as follows:

- A police investigation of a possible criminal offence.

Enquiries and assessment by adult social care about whether the adult is in need of protection or in need of services.

- Consideration by CACT of disciplinary action in respect of the individual.
- In the context of football related issues any allegation that results in the involvement of the police, Local Authority Adult Safeguarding Board or any other statutory team will result in a referral to the FA and EFL Trust Safeguarding Teams.

The CACT Safeguarding Officer will be responsible for the recording all safeguarding issues and updating records kept about the latter and any referrals made. These records will be kept in a designated locked cabinet and only be accessible to the CACT Safeguarding Officer.

As detailed in Section four of this Policy CACT has a Whistleblowing Policy that details the arrangements for reporting issues and incidents in confidence.

### Appeals

After any disciplinary action the member of staff subject to the latter has the right to appeal.  
The Appeal

If the employee wishes to appeal, they must:

- Write to the person named in the letter of outcome within the time frame specified in the written decision (normally within 5 working days from receipt of the outcome)
- Set out any grounds for their appeal along with any supporting documentation
- State whether they are appealing against the finding that they have committed the alleged act(s), against the penalty imposed or if the procedure was not followed correctly

### The Appeal Hearing

CACT will invite the employee to a meeting to discuss the appeal setting out:

- The date, location and time for the hearing
- The person who will hear the appeal
- The right to be accompanied

At the Appeal Hearing the employee will be allowed to explain their case and the Trust will respond accordingly.

## The Outcome of Appeal

The employee will be informed in writing of the decision and of the fact that the appeal was the last stage and that the process has been exhausted.

If a football related incident the member of staff may have the right of appeal to the FA to any suspension placed on them following the FAs procedures. Contact the FA Safeguarding Team for more information on 0808 800 5000.

Please see the flow diagram in Appendix Two for more information

## **CACT Complaints procedure**

CACT aims to provide a professional and approachable service for members of the public, customers and all service users who need help, advice and information relating to any aspect of CACT's activities. CACT works hard to ensure that a high level of customer service is provided by all of our employees at all times.

If you have a complaint which is related to the safeguarding of children or adults, you can contact us in the following ways:

By post to:

The CACT Designated Safeguarding Officer  
Complaints C/O Administration Officer  
Charlton Athletic Community Trust  
CAFC Training Ground  
Sparrows Lane  
New Eltham  
SE9 2JR

By telephone: 020 8850 2866

By email: [info@cact.org.uk](mailto:info@cact.org.uk)

Office hours are Monday to Friday, 9am to 5pm.

We will acknowledge your complaint within 3 working days of receipt and send a formal response within 21 working days. CACT will attempt to resolve all justifiable complaints within this timescale however, if this cannot be done, CACT will update the complainant on progress of the complaint.

If after 28 days you are dissatisfied with progress made, you have the option of taking the complaint to the Chief Executive, at the above address.

If you are still dissatisfied, you can write to the Chair of the CACT Board of Trustees c/o CACT at the above address and your letter will be forwarded to the Chair.

If you remain dissatisfied with our response you can contact the Charity Commission:  
[www.charitycommission.gov.uk](http://www.charitycommission.gov.uk) for advice.

Please note that details of all complaints are recorded and if you use this complaints procedure you are agreeing that we can use personal information you send us for purposes connected to your complaint.

#### Monitoring and review

The CACT Adults at Risk Policy will be reviewed on an annual basis. The Policy may also be updated if there are organisational changes or changes due to safeguarding incidents or new legislation.

#### Contacts

Safeguarding Officer Barry Simmons 0208 850 2866 / 07816 848677  
Safeguarding Trustee Ken Palmer 07899 938995

#### Assessment of partner safeguarding policies and procedures

If working in partnership with partners for the purpose of the delivery of programmes and activities CACT will ask as minimum for evidence of

- Adult at Risk Safeguarding Policies and reporting procedures including allegations made against staff and whistleblowing procedures.
- A Designated Safeguarding Officer and their level of training (DSO Level 3 as a minimum)
- Training of staff and at what level and frequency
- Safer recruitment procedures including interview, induction and probation
- Staff code of conduct
- Completion of DBS checks if appropriate for the roles.

CACT reserves the right to use their own Safeguarding Policies and Procedures if concerned about the response of a partner to any safeguarding issue. This will be reflected in any Service Level Agreement.

#### Adults at Risk Policy

##### Consent

Consent must be gained from any Adult at Risk for services being provided by CACT, or for referrals being made from CACT to another agency. In the event of an Adult at Risk not being able to give consent, CACT will try to gain this from the parent or carer depending on the mental capacity of the Adult at Risk.

If a person refuses intervention to support them with a safeguarding concern, or requests that information about them is not shared with other safeguarding partners, their wishes should be respected. However, there are circumstances where a member of CACT staff, (following

discussion with the Safeguarding Officer and member of the Executive Team) can reasonably override such a decision, including:

- The person lacks the mental capacity to make that decision – this must be properly explored and recorded in line with the Mental Capacity Act
- Other people are, or may be, at risk, including children
- Sharing the information could prevent a crime
- The alleged abuser has care and support needs and may also be at risk
- A serious crime has been committed
- Staff are implicated
- The person has the mental capacity to make that decision, but they may be under duress or being coerced
- The risk is unreasonably high and meets the criteria for a multi-agency risk assessment conference referral
- A court order or other legal authority has requested the information.

### **Communication of the Policy**

The Adults at Risk Policy will be accessible to parents, cares and adults in hardcopy and via the CACT website and to coaches and staff via the Shared Drive and BREATHE HR alongside other policies. This will also be available in accessible formats.

Information will also be placed in all CACT facilities where activities take place to inform parents / carers / adults of where they can access the Policy. Where appropriate the CACT Adult at Risk Policy will be physically displayed as well.

### **Policy review**

The CACT Adults at Risk Policy will be reviewed on an annual basis or before if there are any changes in legislation that would have an impact on the current policy and procedures. It will also be reviewed if there are new programmes and activities implemented, major changes in the organisational structure of CACT and if there is a serious incident regarding an Adult at Risk which concerns or affects CACT.

All reviews will be adopted and signed off by the CACT Board of Trustees on an annual basis

As part of the review CACT will ensure that any adults at risk whom CACT is working will be consulted within the review and development of any future policies.

Reviewed	03/03/2017
Reviewed	03/03/2018
Reviewed	26/08/2018
Reviewed	03/05/2019
Reviewed	08/07/2019
Reviewed	10/06/2020
Reviewed	09 06 2021

Next Review    June 2022 or before if there are changes in practice and or legislation.

**Signed CACT Designated Safeguarding Officer**

Signature 

Name Barry Simmons

Position CACT Designated Safeguarding Officer

Date 11.06 2021

**Endorsement by CACT Safeguarding Trustee**

As Safeguarding Trustee, I endorse this Policy to be current and a true reflection of Charlton Athletic Community Trusts Safeguarding policies and procedures

Signature 

Name Ken Palmer

Position CACT Safeguarding Trustee

Date 11 06 2021

**Endorsement by the CACT CEO**

As the Chief Executive Officer, I endorse this Policy to be current and a true reflection of Charlton Athletic Community Trusts Safeguarding policies and procedures.

Signed 

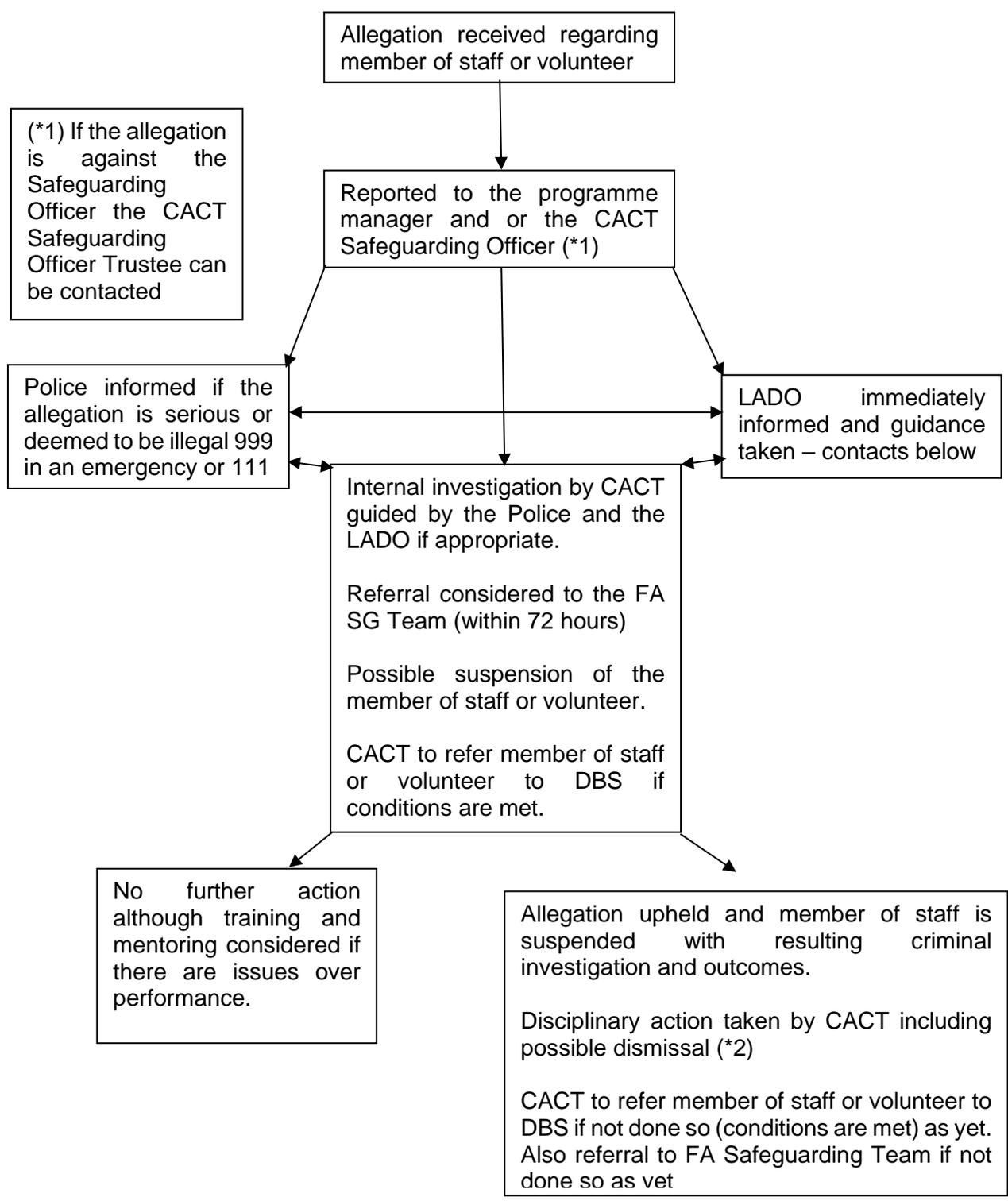
Name Jason Morgan

Position CACT CEO

Date 11 06 2021

**Appendix One**

**Managing Allegations against Staff and Volunteers**



(\*2) Staff have the right to appeal. Please refer to the Policy in the Managing Allegations Section.

#### Appendix Two Contacts

Royal Greenwich Borough LADO 020 8921 4438

London Borough of Bexley LADO [LADO@bexley.gov.uk](mailto:LADO@bexley.gov.uk) 020 3045 5543

Kent County Council LADO [kentchildrenslado@kent.gov.uk](mailto:kentchildrenslado@kent.gov.uk) 03000 410888

FA Case Management Team 0800 0835 902 [safeguarding@thefa.com](mailto:safeguarding@thefa.com)