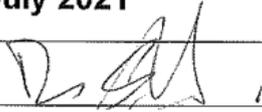




CHARLTON ATHLETIC

www.cafc.co.uk

Charlton Athletic Football Club Adults at risk Policy

Start of policy	July 2021
Date agreed by Directors: 2 Aug. 2021	
Name of Designated Lead Director for Safeguarding/Child Protection:	Thomas Sandgaard
Name of CAFC Senior safeguarding manager & Safeguarding Lead for Child Protection and Adults at risk	Tim Ford
Date shared with all staff:	
Date of next review:	July 2022

Reviews and Amendments

Reviews and Amendments

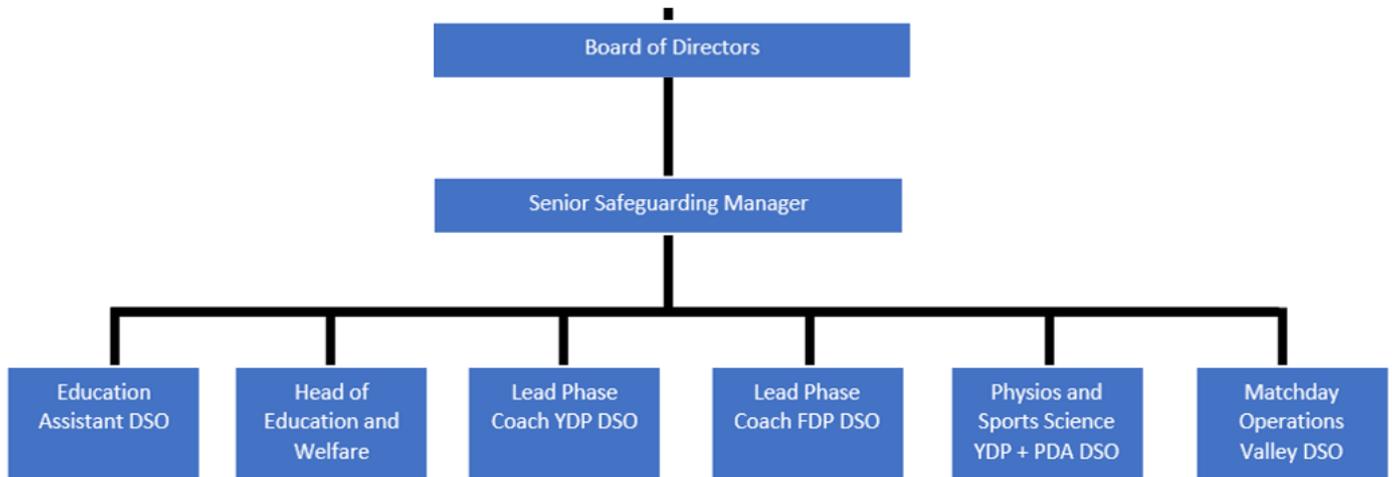
Date	Reason for Review & Amendments	Signature
2/22/2022	Change of name due to staff leaving Change to reporting lines	DocuSigned by:  52E3A8B4130449E...



CHARLTON ATHLETIC

www.cafc.co.uk

Charlton Athletic Football Club Safeguarding reporting and communication chart



Staff with Safeguarding responsibility

Senior Safeguarding Manager – Tim Ford
Head of Education & Welfare – Joe Francis
Education and Welfare Assistant - Ladoki Toya
Matchday Operations – Kishan Parma

Head of Coaching – Rhys Williams
Coaches - Sergei Baltacha
Dave Chatwin / Anthony McCluskey
Academy Physios - Andrianna Tsiantoula
Sport Science – Danny Campbell

Senior Staff to be consulted in the Safeguarding process

Owner – Thomas Sandgaard
Academy Manager – Steve Avory
Chief of Operations – Tony Keohane
Head of Human Recourses – Sharon Blackman



CHARLTON ATHLETIC

www.cafc.co.uk

Policy statement

The club is committed to being inclusive and providing a safe and positive experience for every Adult at Risk involved in the game regardless of age, gender, gender reassignment, disability, culture, language, race, faith, belief, or sexual orientation.

The club recognises that some adult participants may need additional safeguards and/ or protection. These adults are referred to as Adults at Risk.

The club recognises its responsibility to safeguard and protect Adults at Risk, and to respond appropriately to any allegations or suspicions of abuse. Everyone at the club has a responsibility to commit to this.

Introduction

Charlton Athletic Football Club (referred to as 'the club') is committed to ensuring the protection of Adults at Risk through the development and implementation of effective policies and best practice.

Aims:

- To provide staff and Directors with the framework to promote and safeguard the wellbeing of all adults at risk who come into the club.
- To ensure consistent good practice across the club.
- To demonstrate our commitment to safeguarding Adults at Risk

The club will:

- Ensure safer recruitment procedures are robust and in line with national legislation and a strict staff code of conduct is promoted. (See safer recruitment policy and appendix 2)
- Ensure a suitably trained workforce who are confident to implement the outlined procedures for identifying and reporting cases (or suspected cases) of abuse/poor practice
- Raise awareness of safeguarding issues
- Establish and maintain an environment where Adults at Risk feel secure, are encouraged to talk, and are listened to so that they feel supported.



CHARLTON ATHLETIC

www.cafc.co.uk

Definition of a Adult at risk

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

Statutory framework

The Care Act 2014

Mental Capacity Act, 2005

Counter terrorism and security act (HMG 2015)

Care and Support Statutory Guidance (revised October 2018)

Roles and responsibilities

Board of Directors

The Board of Director's plays an active part in safeguarding across the club. They ensure that the policies, procedures, and training across the club are effective and comply with the EFL and FA standards alongside Statutory guidance at all times.

The Director for safeguarding arrangements is named on the front cover of this document. This Director takes strategic responsibility at board level for all safeguarding arrangements at the club. The named Director will not only have an overview of safeguarding but will also challenge to help maintain high standards.

The Directors and club's leadership team are responsible for ensuring the club follows safer recruitment procedures that help to deter, reject, or identify people who might abuse adults at risk. It adheres to statutory responsibilities to check adults working with children and has recruitment and selection procedures in place (see appendix 2).

Senior Safeguarding Manager

Has overall responsibility for safeguarding provision and arrangements across all areas of the club and oversees and leads on all safeguarding training. The role will also include managing referrals, working with other agencies, ensuring all staff are appropriately trained and raising awareness of all safeguarding policies and procedures across the club.

They ensure that everyone at the club (including temporary staff) are aware of the club's procedures and that they are always followed. They act as a source of advice and support for other staff (on safeguarding matters). The Senior Safeguarding Manager will work closely with all departments to ensure the quality of safeguarding arrangements meets the high expectations of the club. The Senior Safeguarding Manager will also report on safeguarding matters to the named Director who will in turn report this at board level and challenge as appropriate.



CHARLTON ATHLETIC

www.cafc.co.uk

Designated Safeguarding Officers

Have responsibility for safeguarding provision and arrangements for either the academy, match day operations or the club. They have a duty to respond to safeguarding concerns in accordance with legal guidance and club expectations in a timely manner and to liaise with the Senior Safeguarding Manager.

All Staff

All club staff should read the safeguarding policy and other relevant safeguarding guidance

All staff have a responsibility to provide a safe and fun environment for all adults at risk

All staff should respect and abide by the club's code of conduct

Types of abuse

- Physical abuse
- Domestic violence or abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Neglect or acts of omission
- Self-neglect

Records and information sharing

Well-kept records are essential to good safeguarding practice. The club is clear about the need to record any concerns and when these records should be shared with other agencies.

Where there are concerns about the safety of an adult at risk, the sharing of information in a timely and effective manner between organisations can reduce the risk of harm. Whilst the Data Protection Act 2018 places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in an adult at risk being placed at risk of harm. Similarly, human rights concerns, such as respecting the right to a private and family life would not prevent sharing information where there are real safeguarding concerns. Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of adults at risk of abuse or neglect.



CHARLTON ATHLETIC

www.cafc.co.uk

Allegations about members of the workforce

All staff members are made aware of the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are outlined in the Staff code of conduct policy.

The club has processes in place for reporting any concerns about a member of staff. Any concerns about the conduct of a member of staff must be referred to Human resources, the Senior Safeguarding Manager, or a member of Senior staff as they have responsibility for managing employment issues.

Where the concern involves Human resources, the Senior Safeguarding Manager, or a member of the Senior staff then it must be referred to the Owner.

Whistleblowing

All members of staff and the wider community should be able to raise concerns about poor or unsafe practice and feel confident any concern will be taken seriously by the club's leadership team.

We have 'whistleblowing' procedures in place, and these are available in the club's Whistleblowing Policy.

Safer recruitment (Appendix 2)

The club recognises the importance of Safer Recruitment. All staff engaged in regulated activity (as set down via the statutory guidance from Government) whether they are full time, casual or voluntary should undergo the following checks and procedures:

- Complete an application form and attend an interview. The interview will include a member of staff that has undertaken Safer Recruitment training.
- Provide 2 references from 2 different professional sources
- Provide copies of original certificates of qualifications.
- Prove identity with 2 different forms of ID.
- Prove the right to work in the UK.
- Undergo a DBS Enhanced Disclosure producing the necessary documents (referencing the statutory guidance on regulated activity). This will also include checks against the barred list if appropriate.
- Observation of the delivery of an activity if appropriate.
- Attend and induction with HR where the club's Safeguarding Policy and Procedures will be explained.
- Attend Safeguarding CPD training
- Renew DBS and FA safeguarding every 3 years



CHARLTON ATHLETIC

www.cafc.co.uk

Important contact names and number

Senior Safeguarding Manager Tim Ford tim.ford@cafc.co.uk 07463619863
Education and Welfare Assistant Ladoki Toya ladoki.toya@cafc.co.uk 07464480797
Head of Education and Welfare Joe Francis joe.francis@cafc.co.uk 07983363476
Royal Borough of Greenwich Assessment Team Phone: 020 8921 2304 (out of hours: 020 8854 8888) Email: aops.contact.officers@royalgreenwich.gov.uk
Police 101 or 999 in an emergency



CHARLTON ATHLETIC

www.cafc.co.uk

Reporting concerns about an adult at risk (Appendix 1)

Member of staff has a safeguarding concern about an adult at risk

Is the adult at risk in need of Urgent Medical Treatment? Or in Immediate Risk of Harm?

No

Yes

Report the concern to the Senior Safeguarding Manager or one of the Designated Safeguarding Officers

Call 999 and ask for an Ambulance/Police. Inform that you have a safeguarding concern

Senior Safeguarding Manager or one of the Designated Safeguarding Officers follow up the concern working along side the adult at risk

No referral necessary, the club will action the concern and keep a clear record.

Senior Safeguarding Manager or one of the Designated Safeguarding Officers will work with the adult at risk and sign post for support

Safeguarding team feel a multi-agency approach is needed. Senior Safeguarding Manager or one of the Designated Safeguarding Officers make contact with royal Greenwich adults at risk.



CHARLTON ATHLETIC

www.cafc.co.uk

Safer retirement flowcharts (Appendix 2)

