



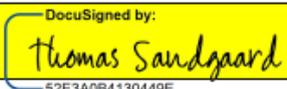
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Charlton Athletic Safeguarding Children Policy

Start of policy	July 2021
Date agreed by Directors: 2 nd August 2021	
Name of Designated Lead Director for Safeguarding/Child Protection:	Thomas Sandgaard
Name of CAFC Senior safeguarding manger & Safeguarding Lead for Child Protection:	Tim Ford
Name of Academy Manager: Head of Education & Welfare:	Steve Avory Joe Francis
Date shared with all staff:	
Date of next review:	July 2022

Reviews and Amendments

Date	Reason for Review & Amendments	Signature
2/22/2022	Change of name due to staff leaving Change to reporting lines	 52E3A0B4130449E...



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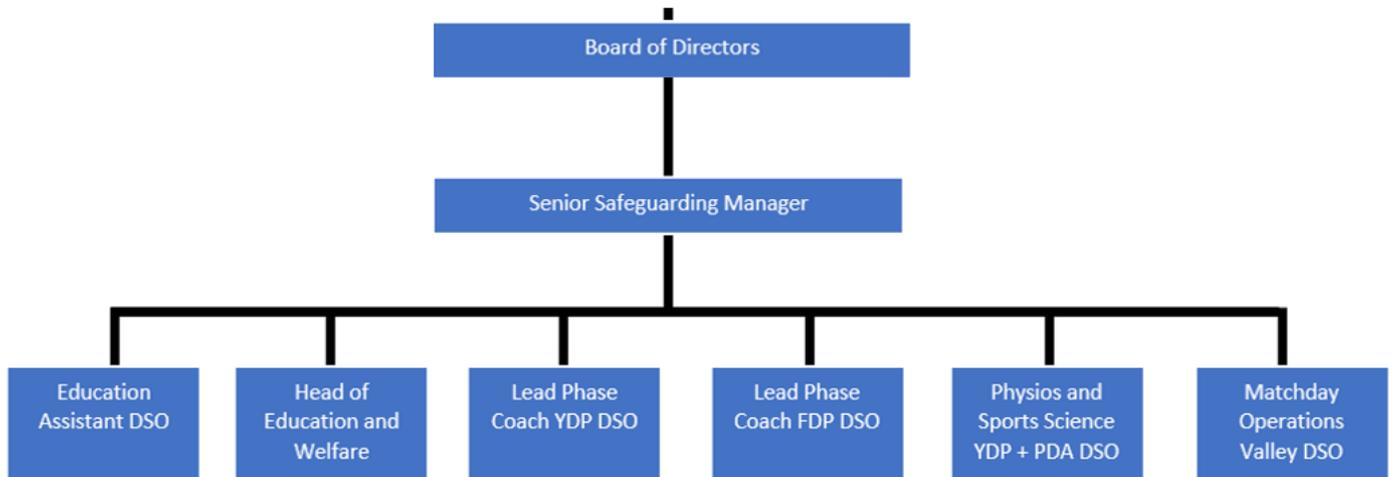
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Charlton Athletic Football Club Safeguarding reporting and communication chart



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



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Safeguarding policy for **Charlton Athletic Football Club**

Policy statement

Charlton Athletic Football Club (referred to as 'the club') recognises its moral and statutory responsibility to safeguard and promote the welfare of all children and young people connected with the club.

We endeavour to provide a safe, welcoming, and enjoyable environment where children and young people feel respected and valued.

We maintain an attitude of '**it could happen here**' where safeguarding is concerned and promote a culture of openness where children and young people are able to talk and are listened to, leading to them feeling supported.

This policy will provide all staff and Directors with the framework they need to keep children and young people safe. It will be used to inform parents and carers of how we will safeguard children and young people whilst they are in our care.

The policy provides information regarding different types of abuse, links to statutory and non-statutory documentation and outlines our procedures which ensure our children and young people receive effective support and protection.

Introduction

The procedures contained in this policy apply to all club staff and Directors and are consistent with those of our statutory partners Royal Greenwich Safeguarding Children and young people's Partnership (GSCP) the English Football League (EFL) and The Football Association (FA)

The club takes seriously it's responsibility to protect and safeguard the children and young people in its care.

These documents outline the responsibilities of Academies and Clubs to safeguard and promote the welfare of children and young people by ensuring that procedures are in place to assist staff to understand their role and responsibilities.

The club will support children and young people in their understanding of staying safe and reporting concerns. We will also support them in their understanding of personal safety through broader curricular activities that the club will offer through the Academy's unique Champions Programme and adapted Player Care.



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Aims and principles

The club fully recognises its responsibilities for safeguarding children and young people including those in need of protection.

Aims:

- To provide staff and Directors with the framework to promote and safeguard the wellbeing of children and young people and in doing so ensure they meet their statutory responsibilities.
- To ensure consistent good practice across the club.
- To demonstrate our commitment to protecting children and young people.

Principles and values:

- Children and young people have a right to feel safe & secure. They cannot fulfil their full potential unless they do so.
- All children and young people have a right to be protected from harm.
- All staff and Directors have a key role in the prevention of harm and an equal responsibility to act on any suspicion or disclosure that may indicate a child or young person is at risk of harm, either in the club or in the community, taking into account contextual safeguarding, in accordance with the guidance.
- We acknowledge that working in partnership with other agencies protects children and young people and reduces risk and so we will engage in partnership working throughout the child protection process to safeguard children and young people.
- Whilst the club will work openly with parents and carers as far as possible, it reserves the right to contact children and young people's social care or the police, without notifying parents if this is believed to be in the child's best interests.

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 3)
- 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 and responding to reports of sexual violence and harassment between children and young people.



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We recognise that because of how much contact the club has with children and young people day to day, club staff are well placed to observe the outward signs of abuse. The club will therefore:

- Raise awareness of safeguarding issues and give children and young people the skills needed to keep themselves safe.
- Establish and maintain an environment where children and young people feel secure, are encouraged to talk, and are listened to so that they feel supported.
- Ensure children and young people that there are staff at the club who are here to help.
- Promote opportunities across the club's programme for children and young people to develop the skills they need to recognise and stay safe from abuse.

Definition of a Child

A child is defined as anyone who has not yet reached their 18th birthday. Child protection guidance points out that even if a child has reached 16 years of age and is:

- Living independently
- In further education
- A member of the armed forces
- In hospital; or
- In custody in the secure estate

they are still legally children and should be given the same protection and entitlements as any other child (Department for Education, 2018a).

Statutory framework

There is government guidance set out in [Working Together \(DfE, 2018\)](#) on how agencies must work in partnership to keep children safe. This guidance places a shared and equal duty on three Safeguarding Partners (the Local Authority, Police and Health) to work together to safeguard and promote the welfare of all children in their area under multi-agency safeguarding arrangements.

Statutory Guidance, legislation and advice includes:

- The Children and young people Act 1989 & 2004.
- Working Together to Safeguard Children 2018.
- EFL Safeguarding Children Policy 2019/20.
- Keeping Children and young people Safe in Education (September 2021).
- Dealing with Allegations of Abuse Against people in Positions of Trust.
- What to do if you are Worried a Child is Being Abused - Advice for Practitioners.



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- Sexual violence and sexual harassment between children and young people in schools and colleges (May 2018).
- Searching, screening and confiscation (January 2018).
- FA Safeguarding Children.
- Information sharing advice for practitioners providing safeguarding services to children and young people, young people, parents, and carers (July 2018).
- UKCCIS Guidance: Sexting in schools and colleges, responding to incidents, and safeguarding young people (2017).
- Procedures set out by the Greenwich Safeguarding Children and young people Partnership.
- Children and young people Missing Education, September 2016.
- London Child Protection Procedures, May 2018.
- Relationships Education, Relationships and Sex Education (RSE) and Health Education, April 2019.

Please note that these lists are not exhaustive.

Roles and responsibilities

All adults working with, or on behalf of children and young people have a responsibility to protect them and to provide a safe & enjoyable environment in which they can participate and achieve their full potential. However, there are key people within the club who have specific responsibilities under child protection procedures. The names of those in our club with these specific responsibilities are shown within this policy and on the club's website.

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 where necessary to 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 children or young people. It adheres to statutory responsibilities to check adults working with children and has recruitment and selection procedures in place (see appendix 3)

With staff welfare in mind, the Directors will consider the necessity and appropriateness of arranging for 'Safeguarding Supervision' for the Senior Safeguarding Manager and or Designated Safeguarding Officers within the club.



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Senior Safeguarding Manager

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

He ensures that everyone at the club (including temporary staff) are aware of the club's procedures and that they are always followed. He acts 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.

Designated Safeguarding Officers

They 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/child protection 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 Keeping Children Safe in Education (2020) Part 1 and Annex A. They should be aware of the signs of abuse and neglect so that they are able to identify cases of children and young people who may need help or protection.

Staff members working with children and young people are advised to maintain an attitude of **'it could happen here'** where safeguarding is concerned. When concerned about the welfare of a child or young person, staff members should always act in the interests of the child.

All staff have a responsibility to provide a safe and enjoyable environment where children can reach their full potential.

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

Types of abuse / specific safeguarding issues

Keeping Children Safe in Education (DfE, 2020) describes abuse in the following way:

“Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or another child or children”

Keeping Children Safe in Education refers to four categories of abuse: (Appendix 3)

- Physical
- Emotional
- Sexual
- Neglect

All staff at the club are aware of the signs of abuse and neglect so they can identify children and young people who may be in need of help or protection. All staff are aware of environmental factors which may impact on a child's welfare and safety and understand safeguarding in the wider context (contextual safeguarding).

We understand that abuse, neglect and safeguarding issues are rarely 'stand-alone' events and that, in most cases, multiple issues will overlap.

In addition, staff are aware of other types of abuse and safeguarding issues that can put children and young people at risk of harm and understand that behaviours linked to issues such as drug taking, alcohol abuse and sexting and how these put children in danger.

Bullying

It is now recognised that for all categories of abuse the abuser may not always be an adult but could be a child or young person. Bullying may be seen as deliberate, hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

The club acknowledges that bullying can lead to physical injury, social problems, emotional problems, and even death. Children and adolescents who are bullied are at increased risk of mental health problems and the club will deal with any issues of bullying at the most senior level following the club's behaviour policy



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Child criminal exploitation

Child criminal exploitation is a geographically widespread form of harm which is a typical feature of county lines criminal activity (county lines is when drug networks or gangs groom and exploit children to carry drugs and money from urban areas to suburban areas and seaside towns)

Child Sexual Exploitation (CSE)

Child Sexual Exploitation (CSE) is a form of child abuse, which can happen to boys and girls from any background or community, the definition of Child Sexual Exploitation (CSE) from the Department of Education (DfE, 2017) has been adopted:

"Child Sexual Exploitation is a form of child sexual abuse. It occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology".

It is understood that a significant number of children who are victims of CSE go missing from home, care and education at some point. The club is alert to the signs and indicators of a child becoming at risk of, or subject to, CSE and will take appropriate action to respond to any concerns. The Senior Safeguarding Manager will lead on these issues and work with other agencies as appropriate.

Contextual safeguarding

Safeguarding incidents and behaviours can be associated with factors outside the club. All staff are aware of contextual safeguarding and the fact they should consider whether wider environmental factors present in a child's life are a threat to their safety and / or welfare. To this end, we will consider relevant information when assessing any risk to a child and share it with other agencies to, support better understanding of a child, young person and their family.

Domestic abuse

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. Domestic abuse is not limited to physical acts of violence or threatening behaviour, and can include emotional, psychological, controlling or coercive behaviour, sexual and/or economic abuse. The club recognises that exposure to domestic abuse can have a serious, long-term emotional and psychological impact on children. We work with other key partners and will share relevant information where there are concerns that domestic abuse may be an issue for a child or family or be placing a child at risk of harm.



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Mental health

Our staff are aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. We understand that, where children have suffered abuse or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. Where we have concerns this may impact on mental health, we will seek advice and work with other agencies as appropriate to support a child and ensure they receive the help they need.

Positive mental health is the concern of the whole community and we recognise that club play a key part in this. The club aims to develop the emotional wellbeing and resilience of all children and young people. We understand that there are risk factors which increase someone's vulnerability and protective factors that can promote or strengthen resiliency. The more risk factors present in an individual's life, the more protective factors or supportive interventions are required to counter-balance and promote further growth of resilience.

It is vital that we work in partnership with parents to support the well-being of children and young people at our club. Parents should share any concerns about the well-being of their child with the club, so appropriate support and interventions can be identified and implemented.

Online safety

We recognise that children are growing up in an increasingly complex world, living their lives on and offline. This presents many positive and exciting opportunities, but we recognise it also presents challenges and risks. Any child or young person can be vulnerable online, and their vulnerability can fluctuate depending on their age, developmental stage and personal circumstance. We want to equip children with the knowledge needed to make the best use of the internet and technology in a safe, considered and respectful way, so they are able to reap the benefits of the online world.

The three main areas of online risk could be categorised as:

content: being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views.

contact: being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children or young adults.

conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying.



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Peer on peer abuse

Whilst at the club children and young people's behaviour may be challenging and defiant towards each other, or they may instead be withdrawn, or display abusive behaviours towards other children. The club recognises that some children may abuse their peers and any incidents of peer on peer abuse will be managed in the same way as any other safeguarding concern and will follow the same procedures. We will seek advice and support from other agencies as appropriate. We would also seek to work alongside families in these matters.

Peer on peer abuse can manifest itself in many ways. This may include bullying (including cyber bullying), physical abuse, sexual violence / sexual harassment, 'up-skirting', 'sexting' (UKCCIS Guidance) We do not tolerate any harmful behaviour at the club and will take swift action to intervene if this occurs.

Prevention of radicalisation

As of July 2015, the [Counter-Terrorism and Security Act \(HMG, 2015\)](#) placed a new duty on schools and other education providers. Under section 26 of the Act, schools are required, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent Duty.

CHANNEL is a national programme which focuses on providing support at an early stage to people identified as vulnerable to being drawn into terrorism.

The club operates in accordance with local procedures for PREVENT and with other agencies, sharing information and concerns as appropriate. Where we have concerns about extremism or radicalisation, we will seek advice from appropriate agencies and, if necessary, refer to Social Care and / or the Channel Panel if appropriate.

Serious violence

All staff are aware of indicators which may signal that children are at risk from or involved with serious violent crime. A change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in well-being, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that a child has been approached by, or is involved with, individuals associated with criminal networks or gangs.



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So-called 'honour-based violence' (including Female Genital Mutilation and forced marriage)

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to female genital organs. It is illegal in the UK and a form of child abuse.

As of October 2015, the Serious Crime Act 2015 (Home Office, 2015) introduced a duty on teachers (and other professionals) to notify the police of known cases of female genital mutilation where it appears to have been carried out on a girl under the age of 18. The club will operate in accordance with the statutory requirements relating to this issue, and in line with local safeguarding procedures.

A *forced marriage* is one entered into without the full consent of one or both parties. It is where violence, threats or other forms of coercion is used and is a crime. Our staff understand how to report concerns where this may be an issue.

Private fostering

A privately fostered child is a child under 16 (or 18 if disabled) who is cared for by an adult who is not a parent or close relative where the child is to be cared for in that home for 28 days or more. Close relative is defined as "a grandparent, brother, sister, uncle or aunt (whether of the full blood or half blood or by marriage or civil partnership) or step-parent". A child who is Looked After by a local authority or placed in a children's home, hospital or school is excluded from the definition. In a private fostering arrangement, the parent still holds Parental Responsibility and agrees the arrangement with the private foster carer. A child (as per definition above) placed with a host family for 28 days or more is in a private fostering arrangement and therefore clubs with host families should inform and work with their local authority ensuring that they meet legislative and local procedural requirements.

Poor practice

This is behaviour that falls short of abuse but is nevertheless unacceptable. It is essential that poor practice is challenged and reported even where there is a belief that the motives of an individual are well meaning. Failure to challenge poor practice can lead to an environment where abuse is more likely to remain unnoticed. Incidents of poor practice occur when the needs of the child or young person are not afforded the necessary priority compromising their welfare, for example, allowing abusive or concerning practices to go unreported, placing them in potentially compromising and uncomfortable situations, failing to ensure their safety, ignoring health and safety guidelines, giving continued and unnecessary preferential treatment to individuals.



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Children potentially at risk of greater harm

We recognise that some children may potentially be at risk of greater harm and require additional help and support. These may be children with a Child in Need or Child Protection Plan, those in Care or previously in Care or those requiring mental health support. We work with Social Care and other appropriate agencies to ensure there is a joined-up approach to planning for these children and that they receive the right help at the right time.

The club understands that children with special educational needs (SEND) and disabilities can face additional safeguarding challenges. Barriers can exist when recognising abuse and neglect in this group of children. These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability, without further exploration
- That they may be more prone to peer group isolation than others
- The potential to be disproportionately impacted by things like bullying, without outwardly showing signs
- Communication difficulties in overcoming these barriers

Procedures

The club with key local partners and other stake holders such as the FA and EFL will promote the welfare of children and protect them from harm.

All staff members have a duty to identify and respond to suspected / actual abuse or disclosures of abuse. Any member of staff, volunteer or visitor to the club who receives a disclosure or allegation of abuse, or suspects that abuse may have occurred **must** report it immediately to the Senior Safeguarding Manager (or, in their absence, one of the safeguarding officers).

When new staff, volunteers or regular visitors join the club they are informed of the safeguarding arrangements in place, the name and contact details for the Senior Safeguarding Manager and designated safeguarding officers and how to share concerns with them.



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Training

The Senior Safeguarding Manager and Designated safeguarding officers undertake Level 3 child protection training at least every two years, all staff members and Directors receive appropriate child protection training which is regularly updated and in line with advice from the FA and EFL.

All staff working directly with children will undertake the FA safeguarding children course every 3 years as required. In addition, all staff members receive safeguarding and child protection updates as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

Records of any child protection training undertaken is kept for all staff and Directors.

All new members of staff will receive child protection training as part of their induction programme.

Professional confidentiality

Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of safeguarding. A member of staff must never guarantee confidentiality to anyone about a safeguarding concern (including parents/carers, children or young people) or promise to keep a secret. In accordance with statutory requirements, where there is a safeguarding concern, this must be reported to Senior Safeguarding Manager and may require further referral to and subsequent investigation by appropriate authorities.

Information on individual child protection cases may be shared by the Senior Safeguarding Manager or designated safeguarding officers with other relevant staff members. This will be on a 'need to know' basis only and where it is in the child's best interests to do so.

Records and information sharing

Well-kept records are essential to good safeguarding practice. The club is clear about the need to record any concern held about a child or children within the club and when these records should be shared with other agencies.

Where there are concerns about the safety of a child, 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 a child or vulnerable adult 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 children at risk of abuse or neglect.



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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 (or any adult working with children). Any concerns about the conduct of a member of staff must be referred to Human resource, the Senior Safeguarding Manager, or a member of Senior staff as they have responsibility for managing employment issues.

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

The Local Authority Designated Officer (LADO) In Royal Greenwich, the number is **0208 921 3930**.

Email Childrens-Lado@royalgreenwich.gov.uk

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 clubs Whistleblowing Policy. However, for any member of staff who feels unable to raise concerns internally, or where they feel their concerns have not been addressed, they may contact the [NSPCC whistleblowing helpline](#) on: 0800 028 0285 (line is available from 8:00 AM to 8:00 PM, Monday to Friday) or by email at: help@nspcc.org.uk.

Parents or others in the wider club community with concerns can also contact the NSPCC general helpline on: 0808 800 5000 (24 hour helpline) or email: help@nspcc.org.uk .

Dealing with a Disclosure/Reporting concerns (Appendix 1&2)

If any member of staff has a concern about a particular child or young person in their care, they must immediately report their concerns to the Senior Safeguarding Manager or one of the Designated Safeguarding officers in their absence.

All staff should be aware of the process for making referrals to children and young people's social care and for statutory assessments under the Children and young people's Act 1989, especially section 17 (children and young people in need) and section 47 (a child suffering, or likely to suffer, significant harm) that may follow referral, along with the role they might be expected to play in such assessment.



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If a child or young person discloses that he or she has been abused in some way the member of staff should:

- Listen to the child or young person without displaying shock or disbelief. When information about alleged abuse comes to light.
- Not promise confidently or make false promises which may not be able to be fulfilled and do not promise confidentiality.

Allow the child or young person to talk freely. Do not cross examine, interview, probe or ask to see any injury that is not visible. Listen carefully, ask only open ended questions if clarification is needed " Tell me , How did that happen"

- Not criticise the alleged perpetrator.
- Reassure the child or young person that what has happened is not his or her fault.
- Stress that it was the right thing to tell.
- Explain what must be done next and who must be told.
- Make records that are factual, accurate and relevant and avoid opinion or subjective judgements.
- Sign and date the record of disclosure.
- Speak with the Senior Safeguarding Manager or one of the Designated Safeguarding officers
- The same approach to receiving a disclosure must be taken if the disclosure is not the alleged abused child or young person but another third-party child or adult.

The club is a referrer, not an investigative agency for child protection matters. An incident may eventually end up as a legal process (court case) and children and young people's evidence can all too easily be compromised by leading questions or repeated recital.

When the Senior safeguarding manager or one of the Designated Safeguarding officers has been informed, he/she will make the decision whether to refer the concern to Social Care. Children's Services commonly known as The Multi Agency Safeguarding Hub (MASH) will be consulted when there is uncertainty about whether to refer.

The Senior Safeguarding Manager or one of the Designated Safeguarding officers will also look at referring safeguarding or poor practice to the EFL and FA safeguarding team as required.

Referrals will be made as soon as possible by telephone **and the appropriate forms completed and sent at the same time.** Referrals to Children and young people's Social Care must be made to the Multi Agency Safeguarding Hub (**MASH**) Tel 0208 921 3172 (see contact details below) or **The referrer should contact the children's services department (MASH) in the area the child or young person lives.**

https://www.royalgreenwich.gov.uk/downloads/file/4954/referral_form_for_agencies



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Use of Mobile phones / social networking sites and communication to children and young people

- All staff must communicate with children and young people in an appropriate manner.
- Staff wishing to communicate with children and young people outside of CAFC activities must do so via parents and carers.
- No mobile phone numbers or email addresses should be taken and stored on personal devices belonging to members of staff.
- Staff must not use social networking sites such as Facebook or Twitter to communicate with children and young people this includes becoming friends on social media.

Communication with Parents

Parents and carers will be made aware of the club's safeguarding policy through published information and in initial meetings with parents and carers of new children and young people at the club. Parents and carers will be informed that in certain circumstances there may be a need to contact other agencies without first notifying them.

This decision will be made in partnership between the club and social care. It will be made clear that this is a legal obligation and not a personal decision.

The Academy/Club makes this policy available to parents, carers and children and young people through the club's website. A hard copy is also available on request.

Transition to Senior squad

When an U18 player is called to train or play for the U23's or the First Team. We recognise that this is open age football and therefore they will be playing alongside adults. Consideration alongside parents, Head of academy, Head of Education and welfare and the Senior Safeguarding Manager will be given towards travel, changing room use and accommodation in each individual circumstance as the welfare of the player is the main consideration.

Host Families

The Club use Host families to support players who reside a distance from the training ground. Host Families are subject to the same safer recruitment process. They will have an Enhanced DBS every three years and will also be expected to complete the FA safeguarding children course every three years. Alongside attending the club's CPD safeguarding training.

The club will also do regular home visits to host families to check that the young people are happy, and the home continues to be suitable accommodation to meet the players needs.



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Transport

The Club employ drivers to transport children when required. These drivers are required to have an updated DBS being renewed every 3 years alongside the FA safeguarding course. The club has a transport policy for further information.

Safer recruitment (Appendix 4)

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 clubs Safeguarding Policy and Procedures will be explained.
- Attend Safeguarding CPD training
- Renew DBS and FA safeguarding every 3 years

Match days at the Valley

All stewards working for the club understand that the safety and welfare of all children and young people is of number one concern. Stewards should work in pairs when dealing with children or young people and escalate any safeguarding concerns to the control room who will in turn notify the Designated Safeguarding Officer (Safety Officer).

Unaccompanied Children

In accordance with the Club's ticketing terms & conditions, the minimum age that a Child is permitted to attend a match day at the Valley Stadium is 14 years old. Any person under 14 years must be accompanied by an adult 18 years or over.

Searching under 18s

The club will not carry out searches on anyone Under the age of 16. Under 18's may be subject to a pat down search.



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Mascots & Ball Retriever

The Club will only allow Children to be match day mascots or ball retriever once parental consent has been obtained by a signed consent form. All staff who have responsibility for mascots or ball collectors have an enhanced DBS with the relevant safeguarding training.

Record keeping

Any safeguarding concerns on match days are recorded by the Designated Safeguarding Officer (Safety Officer) and a copy is sent to the clubs Senior Safeguarding Manager.

Important contact names and number

Senior Safeguarding Manager Tim Ford tim.ford@cafc.co.uk 07463619863	Head of Education and Welfare Joe Francis joe.francis@cafc.co.uk 07983363476
Education and Welfare Assistant Ladoki Toya ladoki.toya@cafc.co.uk 07464480797	EFL Safeguarding Manager Alex Richards arichards@efl.com
FA Safeguarding team safeguarding@TheFA.com	FA helpline is available 24 hours a day 0800 023 264
FA helpline is available 24 hours a day 0800 023 264	Child Line confidential advice for children 0800 1111
Police 101 or 999 in an emergency	NSPCC Football Helpline 0800 023 2642
NSPCC 24-hour helpline 0808 800 5000	
Child Protection in Sport Unit 0116 366 55	



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List of related policies/procedures

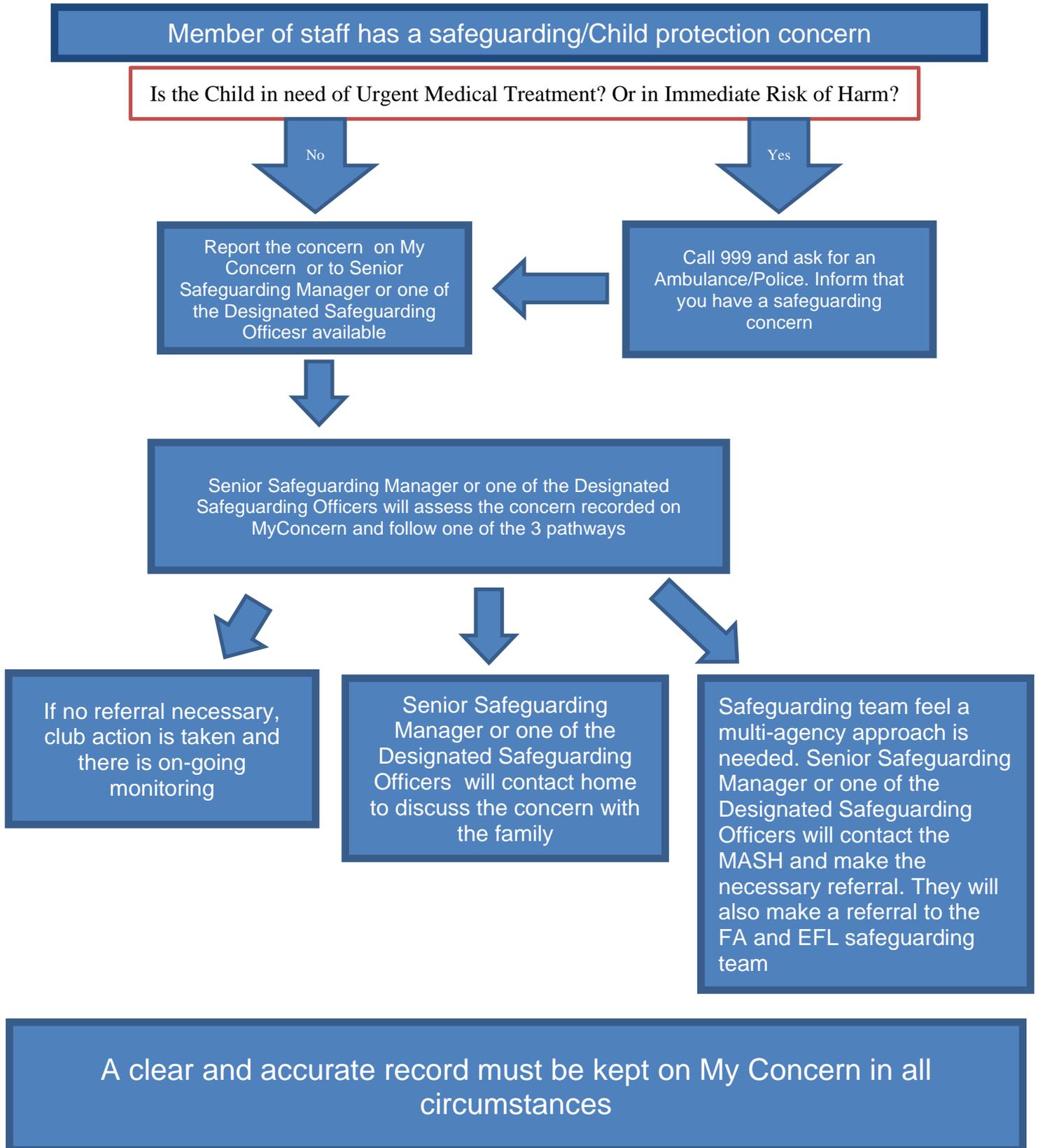
- Anti-Bullying Policy
- Codes of Conducts for Players, Coaches and Parents (all signed annually)
- DBS Checks Policy
- Safe Recruitment
- Transport Policy (in line with the LFE Guidance)
- Accommodation Plan
- U18s involved in 1st team games (in line with FL guidance)
- E-safety policy
- ICT policy
- Behavior policy
- Equalities policy
- Whistleblowing



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Reporting concerns about a child (Appendix 1)

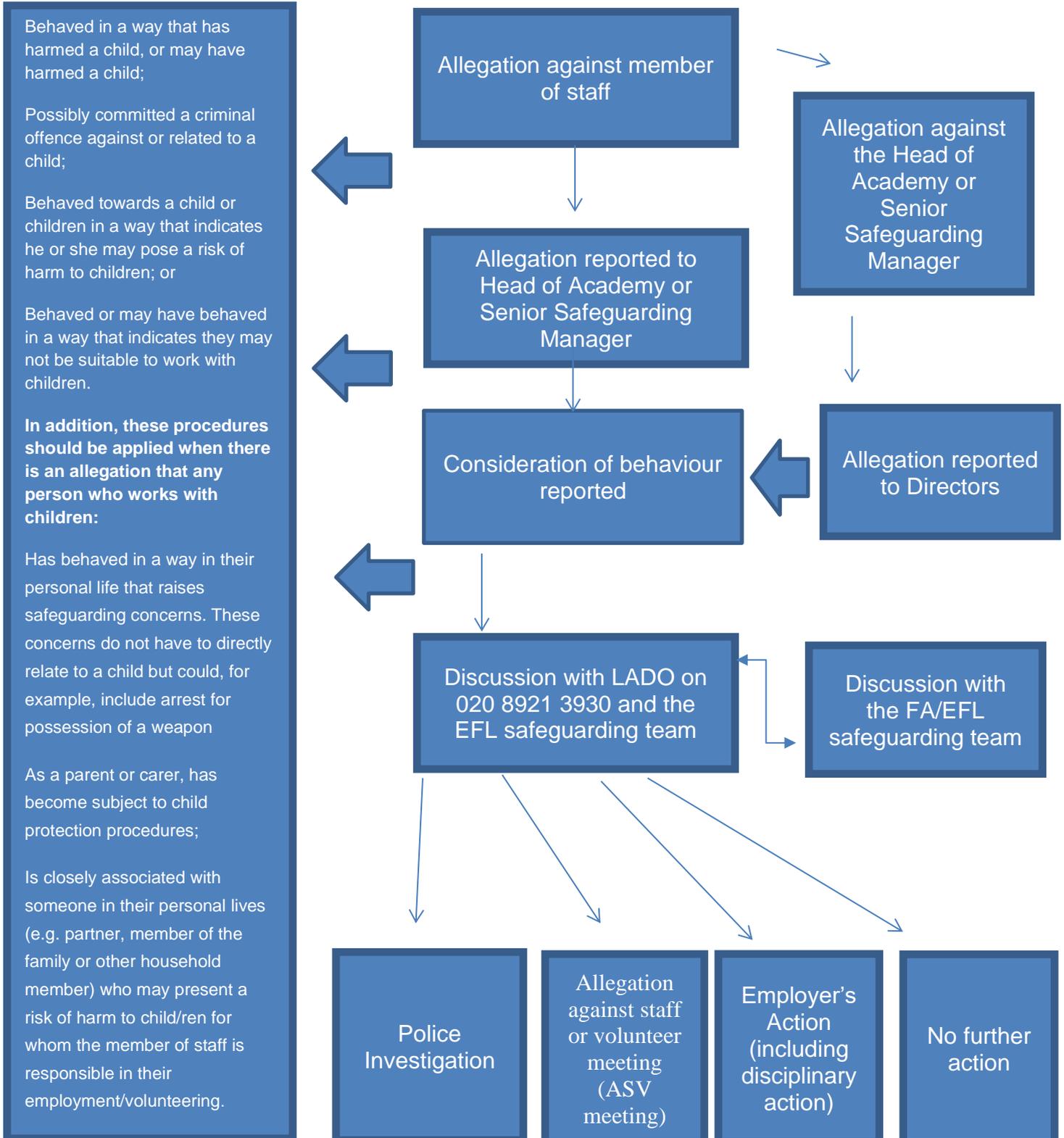




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Reporting allegations against club staff including poor practise (Appendix 1)





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Categories of abuse: (Appendix 3)

Physical Abuse

This includes hitting, burning, and biting; giving children and young people alcohol; inappropriate drugs or poison; attempting to suffocate or drown young children; excessive or inappropriate training regimes and use of drugs to enhance performance or delay puberty.

Neglect

This includes failure to meet a child or young person's basic needs (e.g. for food, warm clothing etc.) leaving children home alone or unsupervised. Failing to ensure children or young people are safe or exposing them to undue extremes of weather or risk of injury (e.g. through unsafe equipment). Neglect can also be in the form of emotional neglect where a child or young person lives in an environment lacking love, stimulation, or support meeting basic human needs.

Emotional Abuse

This can include persistent lack of love and affection. Children and young people who are constantly threatened or taunted. Adults having an overwhelming ambition for the child which exceeds what would normally be expected for a child or young person. Having a persistent disregard for a child or young person efforts or progress.

Sexual Abuse

This includes situations where adults use children or young people to meet their own sexual needs. This includes sexual intercourse, masturbation, oral sex, anal intercourse, or fondling, as well as showing pornographic videos or magazines, or taking photos of children or young people for inappropriate use.



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Safer recruitment flowcharts Appendix 4

