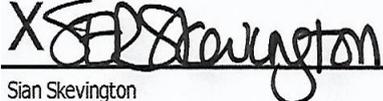




## Safeguarding Children Policy and Procedures

### Ipswich Town Football Club and Ipswich Town Community Trust

#### Updated Version 5

Date of Last Review	Next Review	Who	Signature and Date
Version 1- Nov 2018	1: Nov 2019	Mark Andrews	 _____ Mark Andrews Safeguarding Manager
Version 2- November 2019	2: Nov 2020		
Version 3- October 2020	3: Oct 2021	Lauren Fellingham	 _____ Lauren Fellingham Safeguarding Officer
Version 4- October 2021	4: Oct 2022		
Version 5- January 2021	5: Jan 2022	Sian Skevington	 _____ Sian Skevington

# Ipswich Town Safeguarding Children Policy & Procedures.

## **Contents**

Safeguarding Policy

Policy Aims

Scope of Policy

Key contact Details

## **Information and Procedure**

Useful definitions

What is Child Abuse?

Recognising Signs of Abuse

Physical Abuse

Sexual Abuse

Emotional Abuse

Neglect

Bullying

Other Forms of Abuse

Common Signs of Abuse

Signs and Indicators of Bullying

**When to report suspicions or incidents**

**Responding to concerns or allegations**

**Action to be taken when Abuse is suspected.**

## **Action to be taken when a child Discloses Abuse**

### **When to Inform the LADO.**

Flow Diagram- Reporting Allegations or Incidents of Child Abuse

### **Allegations against members of staff**

Internal enquiries and Suspension

Making a Referral to the FA

Poor Practice

Action to Help the Victim of Bullying and how to Prevent It.

Action Towards the Bullies

Action if Bullying is Suspected

### **Promoting Safer Working Practice with Children and Young People**

Good Practice Guidelines

Lone Working and 1-1 Situations

Relationship of Trust and Communication

Staff and Volunteer Behaviour

Home Visits/ Transport

Photography and Digital Images

Mascots and Ball Assistants

Rewards and Gifts

First Aid and Administration of Medication

Confidentiality

Information sharing

Support to deal with the aftermath

Allegations of non-recent abuse

### **Useful Government Safeguarding Guidance**

**Flowchart** – Making a referral to the F.A.

### **List of Other Associated Policies**

**Appendix 1** -Safeguarding Children Incident Form

## **Safeguarding Policy**

Ipswich Town and Ipswich Town Community Trust aims to adopt the highest possible standards and recognises its duty of care to safeguard all children, young people and young players involved in club activities. We are committed to providing a safe environment where vulnerable groups feel safe, valued and respected. The club acknowledges that all children have the right to protection, and the needs of those children who may have additional vulnerabilities must be considered and addressed, such as:

- Physical disabilities.
- Mental health issues.
- Special educational needs.
- Being a displaced or looked after child.

The club will endeavour to ensure the safety and protection of all children and young people involved in its activities through adherence to the club Safeguarding Policies, Procedures and Guidelines. This policy applies to everyone involved with Ipswich Town Football Club and Ipswich Town Community Trust as we all share a responsibility for safeguarding and promoting the welfare of vulnerable children. This means any person employed or deployed to work with or on behalf of vulnerable children in a paid or voluntary capacity.

### **Policy aims and core principles**

The aim of Ipswich Town's and Ipswich Town Community Trust's Safeguarding Children Policy is to promote good practice and to enable staff, to ensure that we:

- Understand that vulnerable children without exception have the right to protection from harm, abuse, neglect and exploitation in any form.
- Ensure that safeguarding concerns or allegations of abuse are taken seriously and responded to swiftly and appropriately.
- Provide children, young people and young players with appropriate safety and protection whilst in the care of Ipswich Town.
- Provide relevant Safeguarding Guidance and Training, with appropriate training providers, for staff, players and volunteers.
- Provide education and awareness rising, to young players and parents to understand their role in safeguarding.

### **Scope**

This policy covers all activities within the club at Portman Road, the Academy and any external club managed activities.

## **IPSWICH TOWN SAFEGUARDING TEAM**

### **Board Responsibility**

#### **Safeguarding Manager**

Mark Andrews [mark.andrews@ifc.co.uk](mailto:mark.andrews@ifc.co.uk) 01473 400535

### **Designated Safeguarding Officers**

Stuart Hayton 07894 401201  
[Stuart.hayton@ifc.co.uk](mailto:Stuart.hayton@ifc.co.uk)

Sian Skevington (Academy) 01473 662742  
[sian.skevington@ifc.co.uk](mailto:sian.skevington@ifc.co.uk)

Ralph Pruden (Academy) – 01473 662728  
[Ralph.pruden@ifc.co.uk](mailto:Ralph.pruden@ifc.co.uk)

Denise Booth 01473 400595  
[Denise.booth@ifc.co.uk](mailto:Denise.booth@ifc.co.uk)

Lauren Fellingham 01473 400584  
[lauren.fellingham@ifc.co.uk](mailto:lauren.fellingham@ifc.co.uk)

Additional contacts:

**Customer First** 0808 800 4005 24 hours

[www.suffolkscb.org.uk/](http://www.suffolkscb.org.uk/)

#### **Suffolk County Council LADO Local Authority Designated Officers:**

Rennie Everett and Dian Campbell. - 0300 123 2044 for allegations against staff.

In emergencies only, please call **03456 066 167**.

[LADOCentral@suffolk.gcsx.gov.uk](mailto:LADOCentral@suffolk.gcsx.gov.uk)

**FA helpline** is available 24 hours a day 0800 023 264

**EFL Safeguarding Manager**- Alex Richards. 01772 325940 07792284749 [arichards@efl.com](mailto:arichards@efl.com)

**EFL Safeguarding Case Management Team** (emergency only) 0800 0835 902.

**Police**- 101 or 999 in an emergency.

**NSPCC 24 hour helpline**- 0808 800 5000

**Child Line**: 0800 1111 confidential advice for children.

**NSPCC Football Helpline**- 0800 023 2642

**Child Protection in Sport Unit: 0116 366 55**

## **Useful Definitions**

### **Child**

A child is defined as a person under the age of 18 (The Children Act 1989)

### **Staff or Employees**

Defined as any member of the workforce either paid or unpaid. **DSO**

Designated Safeguarding Officer

### **LADO**

Local Authority Designated Officer

### **ICRT**

Integrated Contact & Referral Team (Social Services)

### **DBS**

Disclosure & Barring Service

### **CRC**

Criminal Records Check

## **What is Child Abuse?**

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm.

Child abuse is a generic term encompassing all ill-treatment of children, including cases where the standard of care does not adequately support the child's health or development.

Children may be abused or suffer neglect through the infliction of harm, or through the failure to act to prevent harm. Abuse can occur in a family or in an institutional or community setting. The perpetrator may or may not be known to the child.

Abuse can happen to a child regardless of their age, gender, race or ability. Abusers can be adults (male or female) and other young people, and may be known to and trusted by the child and family.

All staff should maintain an awareness of safeguarding issues. Staff should be aware that behaviours linked to the likes of drug taking, alcohol abuse, truanting and sexting put children in danger. Safeguarding issues can manifest themselves via peer on peer abuse which is most likely to include, but may not be limited to, bullying (including cyberbullying), gender based violence/sexual assaults and sexting.

## **Recognising Signs of Child Abuse**

In U.K. Criminal and Family law there are four specified types of Child Abuse:

1. **Physical abuse**
2. **Sexual abuse**
3. **Emotional abuse**
4. **Neglect.**

The FA however regards **Bullying** within Football as the 5<sup>th</sup> form of child abuse and incidents of bullying should be given equal importance when reporting concerns regarding a child's welfare and safety.

**Should you have any concern that child abuse is occurring you should contact a member of the Safeguarding Team immediately.**

### 1. **Physical abuse:**

Where adults or other young people physically hurt, or injure children, including by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating or drowning. This category of abuse can also include when a parent or carer reports non-existent symptoms of illness or deliberately causes ill health in a child they are looking after, known as fabricated and induced illness.

Examples of physical abuse in sport may be:

- When the nature and intensity of training or competition exceeds the capacity of the child's immature and growing body.
- Where the child is given drugs to enhance performance or delay puberty or that may cause them harm.
- When sanctions imposed by coaches involve inflicting pain.

## 2. **Sexual abuse:**

Any act which results in the exploitation of a child, whether with their consent or not for the purpose of sexual or erotic gratification. This may be by an adult or young person who is intellectually, emotionally, physically or sexually more mature than the victim. This includes non-contact activities, such as indecent exposure, looking at sexual images or grooming them in preparation for abuse. Whilst legally children aged 16 have reached the age of consent for sexual activity, any sexual relations with any child that a member of staff comes into contact with through their role will be considered a breach of trust which will result in a referral to the appropriate agencies and football authorities.

The following are all examples of sexual abuse:

- Rape and sexual assault.
- Engaging in sexual activity with a child or in their presence.
- Causing or inciting a child to engage in sexual activity, such as encouraging them to have sexual activity with another person, or to perform sexual acts on- line.
- Causing a child to watch a sex act, which may include pornographic videos or online pornography.
- Sexual Communication with a Child. This new offence criminalises a person aged 18 years or over who, for sexual gratification, communicates with a child under 16 if the communication is sexual or if it is intended to elicit from the child a communication which is sexual. (It will apply to oral communications and written notes as well as to e-mails and text messages).
- Grooming - when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking. Children and young people can be groomed online or face-to-face, by a stranger or by someone they know.
- Coaching techniques which involve physical contact with children can create situations where sexual abuse can be disguised or go unnoticed. A child or young person may feel unable to refuse sexual advances if they feel their future within the club could be jeopardised.
- Sexting which is the taking, distributing and publishing of indecent photos and videos via email, phone and text of a child under 18. This also includes having these indecent images in your possession. (see Section 1 of the Protection of Children Act 1978).
- Relationships of trust, if misused, may also lead to abusive situations developing

**Child Sexual Exploitation:** This is a form of child sexual abuse. It occurs where an individual or groups of people take advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity in exchange for something the victim needs or wants and/or for the financial advantage or increased status of the perpetrator, The victim may be sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also take place through the use of technology online and on mobile phones.

The following signs may be indicators child of sexual exploitation:

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who may be involved in abusive relationships, intimidated and fearful of certain people or situations.
- Children may be involved in petty crime and be involved with gangs.
- Children may have a changed physical experience such as lose of weight or gaining of weight.
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late;
- Children who regularly miss school or education or don't take part in education.

*'What to do if you're worried a child is being abused- Advice for practitioners'* (2015) and NSPCC *Child Sexual Exploitation*. If you are worried that a child may be sexually exploited and spot any of the above signs then please call the NSPCC on 0808 800 5000 or if a child is in immediate danger then please call 999.

### 3. Emotional Abuse

The persistent emotional ill treatment of a child, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve communicating to a child that they are worthless or unloved, inadequate, or valued only in terms of meeting the needs of another person. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse.

Examples of emotional abuse in sport include:

- Subjecting children to constant criticism.
- Bullying- Name – Calling/ Sarcasm.
- Racism.
- Putting a child under consistent pressure to perform to unrealistically high expectations.
- When a child's value or worth is dependent on sporting success or achievement.

### 4. Neglect

Neglect occurs when adults fail to meet a child's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.

Examples of neglect in sport could include:

- Not ensuring children are safe.
- Exposing them to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration.
- Exposing them to unnecessary risk of injury by ignoring safe practice guidelines or failing to ensure the use of safety equipment.
- By requiring young people to participate when injured or unwell.

## 5. Bullying

This is the persistent or repeated hostile and intimidating behaviour. Although anyone can be the target of bullying, children who are perceived as “different” from the majority may be at greater risk of bullying. This includes children from minority cultures or children with disabilities. This can be committed by children or adults.

Bullying can include:

- Threatening to cause harm or physically hurting someone.
- Inappropriate behaviour by someone in public or in front of their peers
- Taking of possessions.
- Name calling / constant teasing.
- Racist or homophobic taunts.
- Threats or gestures.
- Sexually abusive or insulting comments.
- Online “cyberbullying,” using technology to harass, threaten, embarrass, humiliate, spread rumours or target another person.

Ipswich Town acknowledges that all settings in which children are provided with services, or are living away from home, should have rigorously enforced anti-bullying strategies in place. Bullying can lead to physical injury, social problems, emotional problems, and even death. Children and adolescents who are bullied are at increased risk for mental health problems, including depression, anxiety, headaches, and problems adjusting to school. Bullying also can cause long-term damage to self- esteem.

Children can be bullied by an adult or by another child(ren), however, any allegations of bullying by a member of staff towards a child or young person will be fully investigated and dealt with as a potential breach of Ipswich Town’s code of conduct. Disciplinary action will be considered if appropriate.

In serious cases of bullying, for example where physical or sexual assaults have allegedly occurred, then those cases will be referred to Children’s Services and/or the Police by the club Safeguarding Manager.

## Other Forms of Abuse

6. **Discriminatory Behaviour-** Unfair or less favourable treatment due to Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy, Race, Religion or Belief, Sexual Orientation. This includes incidents on and off the pitch including social media and applies to all participants – staff, match officials and players of all ages. This may include:
  - Abuse.
  - Banter or Jokes.
  - Culturally insensitive comments and insults.
7. **Hazing-** Any rituals, initiation activities, action or situation with or without consent which recklessly, intentionally or unintentionally endangers the mental, physical or emotional well being of a child at risk.
8. **Infatuations-** A child or adult at risk may develop an infatuation with a member of staff who works with them. Such situations should be handled sensitively to maintain the dignity and safety of all concerned. Staff should be aware, that in such circumstances, there is a high risk that words or actions may be misinterpreted and that allegations may be made against staff. A member of staff who becomes aware that a child may be infatuated with them should discuss this at the earliest opportunity with a Safeguarding Officer.
9. **Domestic Violence-** Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over. This encompasses psychological, physical, sexual, financial, and emotional and honour based violence.
10. **Coercive Control-** This is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim. This can also include financial and social control.
11. **Peer-on-peer abuse:** Any form of physical, sexual, emotional and financial abuse and coercive control exercised between Children and within Children's relationships.
12. **Female Genital Mutilation (FGM):** Involves procedures that intentionally alter or injure female genital organs for non-medical reasons. The Female Genital Mutilation Act (2003) makes it illegal to practise FGM in the UK or to take girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in another country.
13. **Fabricate or induced illness:** Fabricated or Induced Illness is easiest understood as illness in a

child which is fabricated by a parent or person in loco parentis. The child is often presented for medical assessment and care, usually persistently, often resulting in multiple medical procedures. Acute symptoms and signs of illness cease when the child is separated from the perpetrator.

14. **Forced Marriage:** A marriage in which one or both spouses do not (or in the case of some adults with learning or physical disabilities or children, cannot) consent to the marriage and duress is involved. Duress can include physical, psychological, financial and sexual pressure. A Forced Marriage is different from an arranged marriage, which is a marriage entered into freely by both parties, although their families take a leading role in the choice of partner. The Anti-social Behaviour, Crime and Policing Act 2014 made it a criminal offence (which can result in a sentence of up to 7 years in prison) to force someone to marry.
15. **County Lines:** County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of “deal line”. They are likely to exploit children and adults at risk to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons. Child Criminal Exploitation is common in county lines and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology. Criminal exploitation of children is broader than just county lines, and includes for instance children forced to work on cannabis farms or to commit theft.
16. **Child Sexual Exploitation:** This is a form of child sexual abuse. It occurs where an individual or groups of people take advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity in exchange for something the victim needs or wants and/or for the financial advantage or increased status of the perpetrator, The victim may be sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also take place through the use of technology.
17. **Radicalisation:** The process by which a person comes to support terrorism and forms of extremism leading to terrorism. Anybody from any background can become radicalised. The grooming of children and/or adults at risk of purposes of involvement in extremist activity is a serious safeguarding issue. (Please refer to our Ipswich Town Football Club PREVENT policy and The Counter Terrorism and Security Act 2015)
18. **Cyber bullying-** The use of technology to harass, threaten, embarrass, humiliate, spread

rumours or target another person. By definition it occurs among children but when an adult is the victim, it may meet the definition of cyber harassment or cyber stalking.

19. **Private Fostering-** A privately fostered child is a child under 16 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 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. (Private Fostering Regulations 2005)

## **Common Signs of abuse**

Every child is unique so behavioural signs of abuse will vary from child to child. In addition, the impact of abuse is likely to be influenced by the child's age, the nature and extent of the abuse, and the help and support the child receives. However, there are some behaviours that are commonly seen in children and young people who have been abused:

- The child appears distrustful of a particular adult, or a parent or a coach, with whom you would expect there to be a close relationship.
- He or she has unexplained injuries such as bruising, bites or burns - particularly if these are on a part of the body where you would not expect them.
- If he or she has an injury which is not explained satisfactorily or properly treated.
- Deterioration in his or her physical appearance or a rapid weight gain or loss.
- Pains, itching, bruising, or bleeding in or near the genital area.
- A change in the child's general behaviour. For example, they may become unusually quiet and withdrawn, or unexpectedly aggressive. Such changes can be sudden or gradual.
- If he or she refuses to remove clothing for normal activities or wants to keep covered up in warm weather.
- If he or she shows inappropriate sexual awareness or behaviour for their age.

Some disabled children may not be able to communicate verbally about abuse that they may be experiencing or have witnessed and so it is important to observe these children for signs other than 'telling'. For example, some disabled children may show extreme changes in behaviour, or be more accident prone, because of their impairment.

Remember that the above signs should be seen as a possible indication of abuse and not as a confirmation. Changes in a child's behaviour can be the result of a wide range of factors. Even visible signs such as bruising or other injuries cannot be taken as proof of abuse without expert opinion.

## **Signs and Indicators of Bullying**

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- says he or she is being bullied
- is unwilling to go to club sessions
- becomes withdrawn anxious, or lacking in confidence
- feels ill before training sessions
- Regularly presents with clothing torn or training equipment damaged.
- has possessions go “missing”
- asks for money or starts stealing money (to pay the bully)
- has unexplained cuts or bruises
- is frightened to say what’s wrong
- gives improbable excuses for any of the above.

## **When to report suspicions or incidents.**

Staff are not expected to be experts in recognising abuse; however, staff should be vigilant and respond swiftly and appropriately.

If any of the following circumstances occur, you should report this immediately to the club Safeguarding Manager or Designated Safeguarding Officers.

### **Make a written record of the incident or grounds for concern using the ITFC Safeguarding Children Incident Form. (This can be found in Appendix 1)**

The ITFC Safeguarding Children Incident form is an internal document, designed to record the information necessary to formulate a referral, when necessary, to an outside agency but also to enable the club to maintain accurate records of any concerns or allegations of child abuse which may come to light.

You will be guided by the Safeguarding Manager as to how, when and by whom the parents of the child are to be informed:

- If you suspect a child may be the victim of abuse by any person, including neglect, physical, sexual or emotional abuse.
- If a child appears to have been the victim or perpetrator of bullying, including on-line cyberbullying.
- If you observe any injuries/marks on a child which they cannot account for, their explanation for the injury seems unlikely or you have suspicions as to how the injury may have been caused.
- If there is a sudden change in behaviour, i.e. the child/young person's behaviour alters significantly, they become withdrawn or tearful. If a child voices intentions to self-harm or if you suspect, he/she may be exhibiting signs/symptoms of self-harm or an eating disorder.
- If you suspect a child has been exposed to any inappropriate or indecent images or discloses any inappropriate on-line behaviour.
- If you accidentally hurt a child or young person, or you observe another adult hurting a child.
- If he/she seems distressed in any manner and you have concerns for their emotional state or welfare.

- If a child or young person appears to be sexually aroused by your actions or may have developed an infatuation with you or another member of staff.
- If a child or young person misunderstands or misinterprets something you have done, which may compromise your position or working relationship with that child.

The circumstances of the concern will be fully investigated by the Safeguarding Manager who may decide to refer the concern to Children's Services or other agency.

Do not worry that you may be mistaken. Being worried about doing the wrong thing is not a reason not to act. It is better to have discussed it with somebody with the experience and responsibility to make an assessment.

## **Responding to Concerns or Allegations**

It is not the responsibility of anyone employed by Ipswich Town or Ipswich Town Community Trust, in a paid or unpaid capacity to decide whether the alleged harm or abuse has taken place. However, it is the responsibility of all ITFC and Ipswich Town Community Trust staff to act, by reporting any concerns or allegations of abuse of a child to the ITFC Safeguarding Team or by contacting the appropriate authorities.

## **Action to be taken when Abuse is Suspected.**

The following actions must be carried out when abuse of a child is suspected.

- Any suspicion that a child has been harmed or abused by an adult, peer, member of staff, player or volunteer should be immediately reported to the club's Safeguarding Manager or Designated Safeguarding Officers.
- The member of staff reporting the suspicion of abuse will also record the incident, using the ITFC Safeguarding Children Incident form (see Appendix 1) and immediately forward the document to the Safeguarding Manager.
- The Safeguarding Manager, Designated Safeguarding Officer or the member of ITFC staff dealing with the child at that time, must take steps to ensure the immediate safety of the child in question and any other child who may be at immediate risk of harm.
- The parents/carers of the child will be contacted as soon as possible, unless they are suspected to have abused the child in question. In such circumstances, advice will be obtained, by the Safeguarding Manager/ DSO or staff member dealing, from Police or Social Services with regards to when and who should inform the parents of the concern or allegation.
- The Safeguarding Manager will refer the allegation to the LADO and Suffolk Safeguarding Children board who may involve the police.
- If a child is at immediate risk of harm then the Safeguarding Manager/DSO or any staff member dealing may also report the incident directly to the Police and/or Children's Services.
- The Safeguarding Manager should also notify the Managing Director who will inform the Media and Communications Manager who will deal with any media enquiries.
- If the Safeguarding Manager is the subject of the suspicion/allegations, the report

must be made to the Managing Director who will refer the allegations to Social Services.

- In cases, such as sexual assault, where forensic evidence from a scene or the victim's body or clothing may be available then staff must attempt to preserve any such evidence e.g. locking a room to prevent other people disturbing the scene, advising the child not to wash, go to the toilet or change clothes if the assault was relatively recent. Staff should also be mindful of documentary or other evidence, which may be present on mobile phones, computers or other devices which may need to be retained.

Advice should be sought from the Safeguarding Manager or DSO as to the preservation of evidence in such cases, pending police involvement.

## **Action to be taken when a child discloses abuse.**

When a child discloses that he or she has been abused or is at risk of abuse, staff must ensure that the child at risk's immediate need are met and prioritise their safety and protection from further abuse.

- Stay calm.
- Listen carefully to what is said.
- Reassure the child that they have done the right thing in telling you.
- Do not promise to keep secrets –find an appropriate early opportunity to explain that to keep them safe it is likely that the information they tell you may need to be shared with others.
- Allow the child to continue at her/his own pace.
- Keep questions to a minimum; use the following as a guide to establish the brief, basic facts of the allegation:

WHO? – Names of who is involved.

WHAT? – What happened?

WHERE? – Where did it happen?

WHEN? -When did it happen?

- When they have finished make a detailed record of what they have said, using the child's own words, as soon as possible using an ITFC Safeguarding Children Incident form recording what actions you have taken so far.
- **There is no requirement to get a lengthy account from the child at this stage. Remember that if the child discloses abuse you are only making a record of that child's initial disclosure and it is likely he/she will subsequently be fully interviewed by Police.**
- Tell them what you will do next and with whom the information will be shared

**Contact the club Safeguarding Manager or a Safeguarding Officer immediately.**

**If the Safeguarding Manager or Safeguarding Team are unavailable, and you feel the child is in immediate danger or at immediate risk of harm, then report your concerns direct to Customer First on 0808 800 4005 or the Police on the following contact numbers: Suffolk Police Tel: 101 or 999 in an Emergency.**

You can also seek further advice from the MASH Professional Consultation Line: 0345 606 1499

Record the name of the person you spoke to and the time at which you made the referral.

- Do not contact or confront the alleged abuser.
- If the alleged abuser is a parent, then do not immediately inform the parent of the child's disclosure. Seek advice from your Safeguarding Manager, Children's Services or the Police in respect of when and who will contact the parent or alleged abuser.

### **Information to be recorded**

Information passed to social services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. The ITFC Safeguarding Children Incident form will guide you as to what information is needed but, where possible, include the following:

- Name of child.
- Age of child and date of birth.
- Home address and telephone number.
- Details of child's parents/carers, name(s), address(es), date(s) of birth, contact telephone number(s). Indicate who has parental responsibility if known.
- Detail what you have been told/seen that makes you believe the child is at risk is being abused or is at risk of abuse. Do not record your own opinion of the incident on the Safeguarding Children Incident form e.g. "She appeared genuine", "I doubt they could have been alone together", "why would he have gone into that room?" etc. Try to use the child's own words. Include dates, times, location(s), person(s) involved and any other relevant information.
- Include a description of any visible bruising or other injuries, but do not ask a child to remove or adjust an item of clothing. Record the child's explanation as to how any bruising or other injuries occurred.
- You may include your own observations about the child's behaviour e.g. tearful, shaking, reluctant to make eye contact etc.
- What is the nature of the allegation? Mark down which abuse type you think the child may be suffering. If unsure speak to a Safeguarding officer ( Stuart Hayton or Lauren Woollard)
- Have the parents been contacted? If so what has been said?

- Details of other people consulted.
- Details of the suspect, name, nickname or description and their relationship to the child (e.g. parent/coach/stranger).

### **When to Inform the LADO**

If the allegation relates to a person who works with children (including ITFC members of staff) then the Safeguarding Manager will refer the incident to the LADO (Local Authority Designated Officer) if that person has:

- i) Behaved in a way that has harmed or may have harmed a child.
- ii) Possibly committed a criminal offence against or related to a child.
- iii) Behaved towards a child in a way that indicates they may pose a risk of harm to children.

(Guidance taken from the Suffolk Safeguarding Board for reporting to the LADO- Suffolk Safeguarding Board arrangements for managing allegations of abuse against people who work with children or those in a position of trust:

<https://www.suffolkscb.org.uk/assets/Working-with-Children/How-to-Make-a-Referral/2016-11-01-Managing-Allegations-of-Abuse-v7.pdf>)

# Allegation or Incident of Child Abuse

Stay Calm – Reassure – Take Seriously – No Promises – Few Questions – Follow Guide

Is the Child in need of Urgent Medical Treatment? Or in Immediate Risk of Harm?

NO

YES

Is a Safeguarding Officer available?

YES

NO

Contact Emergency Services;  
Ambulance Service or Police and  
inform them of the Safeguarding issue.

Report to Safeguarding Manager or  
DSO at earliest opportunity.

Is the matter serious enough to potentially be a  
Criminal Offence?

NO

YES/UNSURE

Does the allegation or incident  
involve the Child's Parent or Carer?

NO

YES

Does the allegation or incident  
involve the Child's Parent or Carer?

NO

YES

Inform Parent/Carer at  
earliest opportunity.

Inform Parent/Carer at  
earliest opportunity.

Inform Safeguarding Manager/DSO who will  
undertake an Assessment of Circumstances.  
Referral to Children's Services to be  
considered.

Internal Strategy Meeting convened and  
Investigation initiated.

Action plan to be determined, including  
when to inform parents.

Inform Safeguarding Manager/DSO immediately.

Parent/Carer to be informed after consultation  
with Children's Services/Police.

Allegation/incident to be reported to Children's  
Services at earliest opportunity.

Referral by Safeguarding Manager/DSO to Police,  
LADO, League/FA, if appropriate.

The person receiving/reporting the allegation or incident must submit an ITFC Safeguarding  
Children Incident Report form\* to the Safeguarding Manager at the earliest  
opportunity.

## **Allegations against members of staff**

Where there is a complaint against a member of staff there may be three types of investigation (internal and external):

- A Criminal Investigation – by Police.
- A Safeguarding Investigation – by Social Services and the club.
- A Disciplinary or Misconduct Investigation – by the club and/or FA.

The results of the police and Safeguarding investigation may well influence the disciplinary investigation, and/or any future action, but not necessarily.

## **Internal enquiries and Suspension**

- The Safeguarding Manager (or Safeguarding Officer dealing) will make an immediate decision in conjunction with the Managing Director and Head of Human Resources about whether any individual accused of harm, inappropriate behaviour or abuse should be temporarily suspended pending further police and social services enquiries.
- Irrespective of the findings of the social services or police enquiries the Head of HR and Safeguarding Manager, in conjunction with legal advisors, will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Head of HR, Safeguarding Manager and the legal advisors must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true.
- The welfare of children should always remain paramount.
- Should the investigation reveal any breaches of the club's Discipline Code of Conduct then those matters will also be subject of an internal investigation and may result in Disciplinary Action/ Dismissal of the individual.
- The FA/ League should be informed by the club Safeguarding Manager of any serious safeguarding concern or complaint in order that they may consider the risk posed across football.

- If Ipswich Town or Ipswich Town Community Trust decides to withdraw permission for a member of staff to engage in regulated activity with children and/or vulnerable adults ITFC is legally obliged to refer that person to the Disclosure and Barring Service when it is also believed that member of staff has caused harm or poses a future risk of harm to vulnerable groups, including children. This includes situations when Ipswich Town or Ipswich Town Community Trust would have taken the above action, but the person was re-deployed, resigned, retired, or left. For example, a teacher resigns when an allegation of harm to a student is first made.

## **Making a Referral to the League / F.A.**

On making any referral of an allegation of or incident of suspected abuse of or unsuitable behaviour towards a Child or Adult at Risk to any external agency (including the police, the local authority or the DBS), the Head of Safeguarding shall notify the club Safeguarding Lead in writing and ensure that the Safeguarding Lead is kept fully apprised of the progress of the referral and any subsequent investigation or action.

The club will notify the League and the F.A. of the referral or incident (through the submission of the Affiliated Football Safeguarding Referral Form) and provide them with appropriate updates in respect of:

- Any evidence obtained by the club demonstrating the abuse of, or unsuitable behaviour towards, a Child or Adult at Risk (whether the evidence relates to conduct by a member of Staff in the performance of their duties as a member of Staff, or otherwise);
- A third (or subsequent) incident or allegation of 'poor practice' (as defined in Affiliated Football's Safeguarding Procedures) in relation to a Child or Adult at Risk involving the same member of Staff;
- Any referral of an allegation or incident of suspected abuse or of unsuitable behaviour towards a Child or Adult at Risk the club has made to any external agency.
- Any investigation by an external agency into suspected abuse of or 'unsuitable behaviour' towards a Child or Adult at Risk involved in an Activity of which the club becomes aware.

A referral is made by completing an 'Affiliated Football Referral Form' and sent to The FA Safeguarding Team or County FA (depending on level of risk assessed) within 24 hours. Referrals can be made over the phone but a written referral needs to be sent within 24 hours. The FA's Safeguarding Team can be contacted on 0844 9808200 (ext. 6401 or 6876) or email [safeguarding@thefa.com](mailto:safeguarding@thefa.com)

Alternatively, the Suffolk FA Welfare Officer can be contacted on Tel: 01449 616606 (Mon-Fri, 9am-5pm) / 07572 107791 [darryn.marsh@suffolkfa.com](mailto:darryn.marsh@suffolkfa.com)

The FA/NSPCC 24-hour Helpline can be contacted for advice on 0808 800 5000

Deaf users text phone 0800 056 0566

## **Poor Practice**

Poor practice is behaviour that falls short of abuse but is nevertheless unacceptable. Failure to challenge poor practice can lead to an environment where abuse is more likely to remain unnoticed or unreported.

- If, following consideration, the allegation is clearly behaviour which amounts to poor practice; the Safeguarding Manager and Head of HR will deal with it as a misconduct issue.
- If the allegation relates to poor practice by the Safeguarding Manager, or if the matter has been handled inadequately and concerns remain, it should be reported to the Managing Director who will decide how to deal with the allegation and whether to initiate disciplinary proceedings.

Ipswich Town will ensure that all staff/volunteers are fully supported and protect anyone, who in good faith reports his or her concerns that a colleague is, or may be, harming or abusing a child. The club's Whistle blowing Policy will apply to ensure this.

## **Action to Help a Victim of Bullying**

Ipswich Town and Ipswich Town Community Trust staff have a duty of care and should:

- Take all signs and complaints of bullying very seriously. Bullying is not “banter”.
- Encourage all children to speak and share their concerns. Create an open environment.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said - What happened? Who is involved? When & Where? (Using the ITFC Safeguarding Children Incident Form )
- Report any bullying concerns or allegations to the Safeguarding Manager who will coordinate the investigation and assess whether the circumstances require the involvement of Police or Social Services.
- Seek advice from the Safeguarding Manager/Safeguarding Team as to further action and who is to inform parent/carer of the child.
- With the guidance of the club Safeguarding Manager, assist in the Investigation of allegations and take action to ensure the victim is safe and supported.
- Report any signs of self-harm, or intentions to self-harm, immediately.
- Preserve any evidence e.g. torn clothing, abusive text messages etc.
- Regularly reinforce the club’s anti-bullying stance, and expected level of behaviour, to players and parents.
- Encourage team work, inclusion, tolerance and acceptance of other’s differences and promote communication and collaboration among players.

## **Action towards the Bully(ies)**

Following consultation with the Safeguarding Manager the following actions may be taken, where appropriate:

- The bullying behaviour or threats of bullying will be investigated, risk assessed and steps to stop the bullying behaviour will be put in place immediately.
- If necessary and appropriate, the police and/or Social Services will be consulted
- Parents of the bullies will be informed and asked to come in to a meeting to discuss the problem.
- An attempt will be made to help the bully (bullies) change their behaviour and to understand the consequences of their actions.
- Seek an apology to the victim(s) and, where appropriate, insist on the return of any borrowed items and that the bullies) compensate the victim for any loss.
- Issue a warning as to future conduct: If the bullying continues a more severe approach will be taken.
- Hold meetings with the families involved to report on progress.
- Impose sanctions or exclude the offender(s), where necessary.
- Ensure relevant coaching staff are aware of the outcome and that they monitor the situation to reduce the chances of re-occurrence.
- A written record of action taken and outcome of the complaint will be kept by the club Safeguarding Manager, for future reference.

## **Action if Bullying is Suspected**

If bullying is suspected, the same procedure should be followed as set out in the section of this policy entitled “When to report suspicions or incidents.” (see page 18-19)

## **Promoting Safer Working Practice with Children and Young People**

### **Introduction**

Abuse can occur within many situations including the home, school and the footballing environment. Some individuals will actively seek employment or voluntary work with young people/young players in order to harm them. Conversely, a coach, instructor, teacher, official or volunteer may have regular contact with young people/young players and be an important link in identifying cases where a young person needs protection.

All cases of inappropriate behaviour should be reported following the guidelines in this policy. When a child enters the club, having been subject to child abuse outside the footballing environment, football can play a crucial role in improving a child's self esteem. In such instances, the club must work with the appropriate agencies to ensure the child receives the appropriate support.

### **Good Practice guidelines**

All personnel are encouraged to demonstrate exemplary behaviour to best safeguard children but also to protect themselves from allegations.

The following are common sense examples of how to create a positive culture and climate within Ipswich Town.

Good practice means:

- All staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Treating all children and young people equally, and with respect and dignity.
- Putting the welfare of each young person first and act in their best interest.

- Building balanced relationships based on mutual trust and maintain professional boundaries at all times; for example, never have an intimate relationship with a child U18 (even if they are over 16 years old) when you are responsible for their supervision, care, support or coaching.
- Give enthusiastic and constructive feedback rather than negative criticism.  
Making football fun, enjoyable and promoting fair play.
- Being an excellent role model - this includes not smoking, drinking excessive amounts of alcohol, using drugs or using bad language in the company of children and young people.
- Have access to and be familiar with the Club's Code of Conduct ( Refer to Rules of the Road Handbook) and Safeguarding policies and procedures (Refer to ITFC Safeguarding Children Policy and ITFC Safeguarding Adult's policy)
- Know who is their Safeguarding Manager and how to contact them.
- Ensure any concerns or allegations pertaining to a child's safety and welfare are recorded and acted upon, in line with the club's safeguarding policies and procedures.
- Promote an environment where poor practice is challenged and reported.
- Help maintain an ethos whereby colleagues, children, young people and their parents/carers feel able to articulate any concerns, safe in the knowledge that effective action will be taken as appropriate.
- Ensure there is always an appropriate staff to participant ratio, determined by:
  1. Age and needs of the participants.
  2. Nature of the activity and environment.
  3. Risk assessments identifying potential behavioural or other issues.
  4. Expertise and experience of the staff involved.
  5. Male and female supervising staff wherever possible for mixed gender participant activities.

## **Lone Working and one-to-one situations.**

4 - 8 years. 1 adult to 6 children.

9 - 12 years. 1 adult to 8 children.

13 - 18 years. 1 adult to 10 children.

However, regardless of the number of children participating in ITFC activities, staff are expected to work in pairs, particularly if there is a requirement to be in dressing rooms or undertake any personal care.

Where **lone working** is an integral part of a role e.g. an Academy teaching position, or club Driver, then additional risk assessment strategies will be put in place (See ITFC Academy Transport Policy, ITFC Academy Trips, tours and tournament Guidance and ITFC Academy Late Collection Policy) e.g.

- If conducting a one-to-one tutorial staff should aim to have the tutorial take place in a communal area, e.g. canteen or an office with other people present.
- Staff should ensure a colleague is made aware of when and where the tutorial is being held.
- If Staff are on their own in a room with a student the staff member should prop open the door of the room (so long as that does not constitute a fire safety hazard).
- When transporting a lone child, they should be seated in the rear of the vehicle. If several children are being transported, and it is necessary to sit a child in the front passenger seat, then that child must be the first to leave the vehicle so that at no time will the driver be alone with a child in the front of the vehicle.
- Staff should never work alone if they are concerned about risks to themselves or others in the situation.

Potential risks that individuals could be exposed to during lone working include:

- Being the recipient of physical, emotional or sexual abuse.
- Being accused of perpetrating physical, emotional, sexual abuse or neglect.
- Neglecting one's own duties to safeguard children.

## **Relationship of Trust & Communication**

When an individual accepts a role at Ipswich Town or Ipswich Town Community Trust that involves working or volunteering with children or adults at risk, he/she must understand and acknowledge the responsibilities and trust inherent in the role. A relationship of trust can be described as one in which one party has power and influence over the other by virtue of their work and the nature of the activity.

Staff must **not**:

- Use their position to gain access to information relating to young people for their own advantage.
- Use their power to intimidate, threaten, coerce or undermine children or adults at risk.
- Use their status and standing to form or promote inappropriate relationships, professional boundaries must be maintained at all times.
- Accept as a “friend”, players or referees who are under 18 years, on social networking sites they are members of or share their own personal social networking sites with children or young people involved in youth football.
- Contact children or young people known through football outside of the football context on social networking sites and ask for personal information.
- Use internet or web based communications to send personal messages of a non-football nature to a child or young person.
- Engage in any personal communications, ‘banter’ or comments.

(For further guidance refer to the club’s Safeguarding Social Media Policy)

Staff **must**:

- Only contact children at risk for professional reasons and with the knowledge and agreement of Ipswich Town or Ipswich Town Community Trust.
- When coaching giving enthusiastic and constructive feedback recognising the development needs and capacity of young people/young players - avoiding excessive training or competition and not pushing them against their will.
- Be an excellent role model – this includes not smoking, not using bad language, not using drugs or being under the influence of alcohol in the company of young players.

## **Staff and Volunteer Behaviour**

Staff and Volunteers at Ipswich Town and Ipswich Town Community Trust have a responsibility to maintain confidence in their suitability to work with children and adults at risk. Behaviour and actions that would lead any reasonable person to question motivation, intentions and suitability to work with these groups must be avoided.

Staff **must**:

- Familiarise themselves with their club’s safeguarding and related policies and procedures and know who their Safeguarding Manager and Designated Safeguarding Officers are and how to contact them.

- Be vigilant and ensure adults around children and young people act in accordance with the standards set by Ipswich Town and Ipswich Town Community Trust. Staffs are also responsible for those who enter changing rooms etc.
- Treat children equally with dignity and fairness and build balanced relationships based on mutual trust.
- Encourage and demonstrate consistently high standards of behaviour and understand the types of behaviour that may call into question their suitability to work with children and/or adults at risk.
- Be aware that behaviour outside of work time may impact upon their suitability to work with children and/or adults at risk.
- Be aware that breaches of the law, the Club's safeguarding policies and this guidance may result in criminal and/or disciplinary action being taken against them. (See ITFC Disciplinary Action Policy).

**Staff must never:**

- Use their position to gain access to information relating to children and/or adults at risk for their own or others' advantage. Such information should only be used or shared to protect children and/or adults at risk and to meet their needs.
- Carry out their duties whilst under the influence of alcohol, solvents or drugs.
- Engage in any sexual, betting, gambling or related activities or have discussions about such activities in the presence of children and/or adults at risk except in a clear educational context and with the knowledge and agreement of Ipswich Town or Ipswich Town Community Trust.
- Use Ipswich Town equipment to access pornography on personal devices when on duty.
- Access, make or distribute illegal or indecent content or images of children/adults at risk

**Creating a Safe Environment**

Ipswich Town Football Club and Ipswich Town Community Trust take into consideration the health, safety and welfare of all children during the planning, delivery and review of all activities.

**Staff must:**

- Identify the health, safety and safeguarding risks when conducting any event/ activity with children.
- Know emergency response procedures covering injury, illness, emergency evacuation, missing persons, local services and emergency contacts including emergency consular assistance details when abroad and ensure there is adequate insurance cover in place.
- Ensure that if mixed teams are taken away they should always be accompanied by a male and female member of staff. NB - however, same sex abuse can also occur.

- Ensure that at tournaments or residential events, adults should not enter children's rooms or invite children or young people into their rooms and ensure that accommodation is in a safe location, of a good standard for security, hygiene and first aid.
- Secure parental consent in writing for participation, use of images/footage and to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- Be subject to DBS checks at the highest level.
- Keep a written record of any injury or accident that occurs, along with the details of any treatment given and/or action taken. Advise parents of the incident.

### **Home visits**

There are circumstances and occasions in which a member of staff's responsibilities may include home visits. Wherever possible such visits should not be undertaken alone. Contact by whatever means and meetings with vulnerable groups outside work arrangements should not take place without the agreement of the club, and in the case of a child, they should not take place without a parent/carer being present. A Safeguarding Officer should be consulted in all instances.

### **Transport**

It is not appropriate for staff to offer lifts to children outside their normal working duties. Any occasion where a child requires transport in an emergency situation should be recorded and reported to the Safeguarding Officers by at least the following day. Children should only be transported in registered Mini bus or company vehicle with a driver who has had DBS check. (For more information Refer to ITFC Academy Transport Policy)

### **Photography and Digital Imagery**

Ipswich Town and Ipswich Town Community Trust utilises designated photographers to record activities and events within the club. Written parental consent must be obtained before any child or young person partaking in Ipswich Town or Ipswich Town Community Trust events and activities are photographed, filmed or their image is captured using any device.

The exception to this, when written parental consent will not apply, is when the child enters solely as a spectator at Portman Road (including all locations owned, occupied or utilised by

the club), at which time the terms and conditions of entry advise that by a parent/carer allowing their child to enter the ground they thereby provide consent for that child's image to be captured/used by the club. This is in line with existing club and EFL Ground Regulations 24 and 26.

Staff should not take unauthorised images or video footage of children. In addition, staff should never use or distribute images of children without their knowledge and parental consent and without the permission of Ipswich Town Football Club or Ipswich Town Community Trust.

(For more information please refer to ITFC Photography and Digital Imagery Policy and ITFC Academy Images Policy)

### **Ball Assistants and Mascots**

Ipswich Town and Ipswich Town Community Trust will endeavour to ensure the safety and protection of Child Ball Assistants and mascots whilst carrying out their duties at Portman Road through adherence to the club's Safeguarding Children Policy and Procedures and Health and Safety Policy. (For more information please refer to the ITFC Ball Assistants Policy and the ITFC Mascot Policy)

### **Rewards and Gifts**

Staff should exercise care when selecting children and/or adults at risk for Activities, privileges or rewards to avoid perceptions of favouritism or unfairness. Methods and criteria for selection should always be transparent and consistently applied. Care should also be taken to ensure that Staff do not accept any gift that might be construed as a bribe by others or lead the giver to expect preferential treatment.

At Ipswich Town and Ipswich Town Community Trust, staff may at your discretion accept genuine gifts given as a token of appreciation to a value not exceeding £50. You may not accept any gift (whatever the value) offered by any third party in consideration of favours given or in the expectation of favours to be given in the course of your employment. Further, you must immediately notify your Manager of all gifts or offers of gifts whether or not considered by you to be improperly motivated. It is a disciplinary offence to fail to notify your Manager of any such gift or offer. If you are offered a gift exceeding £50 in value which you consider to be a genuine expression of appreciation you should disclose the offer in accordance with the above requirements and seek the Club's consent to you accepting the gift. You will be personally responsible for any tax liability that may arise on the gift.

### **First Aid and Administration of Medication**

When administering emergency first aid, Staff should ensure that another adult is aware of the action being taken wherever possible. At Ipswich Town Football Club and Ipswich Town Community Trust, a qualified First Aider should be found to administer any first aid. Staff should understand the

extent and limitations of their role and should recognise when an injury requires more experienced intervention.

### **Safeguarding within Partnerships**

Ipswich Town and Ipswich Town Community Trust recognises its responsibility to safeguard the welfare of all Children and Adults at Risk participating in club activities and when participating in activities arranged in partnership with an external service provider. The club is committed to working within partnerships to provide a safe environment for all Children and Adults at Risk by utilising Safeguarding Policies and Procedures to protect vulnerable groups from physical, sexual or emotional harm, neglect, bullying or exploitation.

The club commitment to safeguarding is outlined in any partnership agreements, service level agreements or any other agreements that are in place with any service provider or for commissioned services insofar as those services relate to Children or Adults at Risk of Harm. (For more information see ITFC Safeguarding within Partnerships Policy)

## **Confidentiality**

Ipswich Town and Ipswich Town Community Trust will operate on the premise that all information imparted to a member of staff will be treated in confidence. Confidentiality is a key issue in the lives of young people. They may trust a member of staff with issues of a personal nature and wherever possible their confidences should be respected. Staff must not however make promises on confidentiality they may be unable to keep.

Furthermore, staff should always make any complainant fully aware of any situation where confidentiality must not be maintained. Where there is a concern that the child may be suffering, or is at risk of suffering, abuse or significant harm, the child's safety and welfare must be the overriding consideration.

Children and Young people may disclose information that is difficult for the member of staff to deal with without further advice/support, or which must be reported to statutory agencies. In this case the complainant should be told that the situation will be discussed with the Safeguarding Manager or Designated Safeguarding Officer with a speciality in that area, but confidentiality will be maintained if possible.

## **Information sharing**

Ipswich Town and Ipswich Town Community Trust is committed to sharing information for the purposes of safeguarding and promoting the welfare of children and young people in line with Working Together (2013) and with respect for The Data Protection Act (1998). Every effort though should be made to ensure that confidentiality is maintained for all concerned.

Information must be shared on a need to know basis, with or without the consent of the child to whom the information relates or the consent of that child's parent, carer or guardian. Whilst it is good practice to obtain **consent** wherever possible, **it is not a prerequisite**. Information may be shared with (but is not limited to) the following people:

- The Safeguarding Manager/Safeguarding Officers.
- The parents of the person who is alleged to have been abused.
- The person making the allegation.
- Social Services/Police.
- The Managing Director/Communications Manager.
- The alleged abuser (and parents if the alleged abuser is a child)

**In the event of a Criminal Investigation the Safeguarding Manager, Designated Safeguarding Officer (or member of staff dealing in their absence) will seek Social Services/Police advice on who should first approach the alleged abuser.**

Information should be stored in a secure place with limited access to designated people, in line with data protection laws, e.g. that information is accurate, regularly updated, relevant and secure. Information will be retained for the relevant period as specified in the club's Data Retention Policy.(For more information see the Marcus Evans Telecom Policy)

## **Support to deal with aftermath**

Consideration should be given about what support may be appropriate to children, parents and members of staff. Use of help lines, support groups and open meetings will maintain an open culture and help the healing process.

The British Association for Counselling and Psychotherapy Directory is available from:

British association for Counselling and Psychotherapy

BACP House

15 St John's Business Park

Lutterworth

Leicestershire

LE17 4HB Tel: 01455

883300 e-mail:

[bacp@bacp.co.uk](mailto:bacp@bacp.co.uk) Internet:

[www.bacp.co.uk](http://www.bacp.co.uk)

- Social Services can signpost children and their families to support services within the community so can be consulted for advice.
- Consideration should also be given about what support may be appropriate to the alleged perpetrator of the abuse.

## **Allegations of Non-recent abuse (Historic abuse)**

Non-recent abuse (also known as historic abuse) is an allegation of neglect, physical, sexual or emotional abuse made by or on behalf of someone who is now 18 years or over, relating to an incident which took place when the alleged victim was under 18 years of age.

Many people who were abused in childhood believe that they are to blame and that the abuse was their fault. But this is never the case - a child cannot consent to abuse.

In countless circumstances children are too young to fully understand or articulate what is happening to them. Some spoke out at the time but weren't believed. Others were too embarrassed to tell anyone or did not know who to turn to.

In some cases, the non-recent allegation may be made against a member of staff who is still currently working with children, either within or outside the club.

Where such an allegation is made to a member of ITFC staff, follow the "Action to be taken when abuse is suspected" (see page 17-18), and report the allegation to the Safeguarding Manager or Designated Safeguarding Team. The Safeguarding Manager will then report the allegation to the LADO, social services and/or the police. This is because other children, either within or outside the club, may be at risk of harm from this person.

Advice and Support for victims can be obtained from:

### **Victims of non-recent Sexual Abuse in Football can contact:**

The FA/NSPCC Helpline 0800 0232642

The Professional Footballers' Association – [wellbeing@thepfa.co.uk](mailto:wellbeing@thepfa.co.uk)

The FA Directly via [safeguarding@thefa.com](mailto:safeguarding@thefa.com)

The Police, by going to a police station or dialling 101.

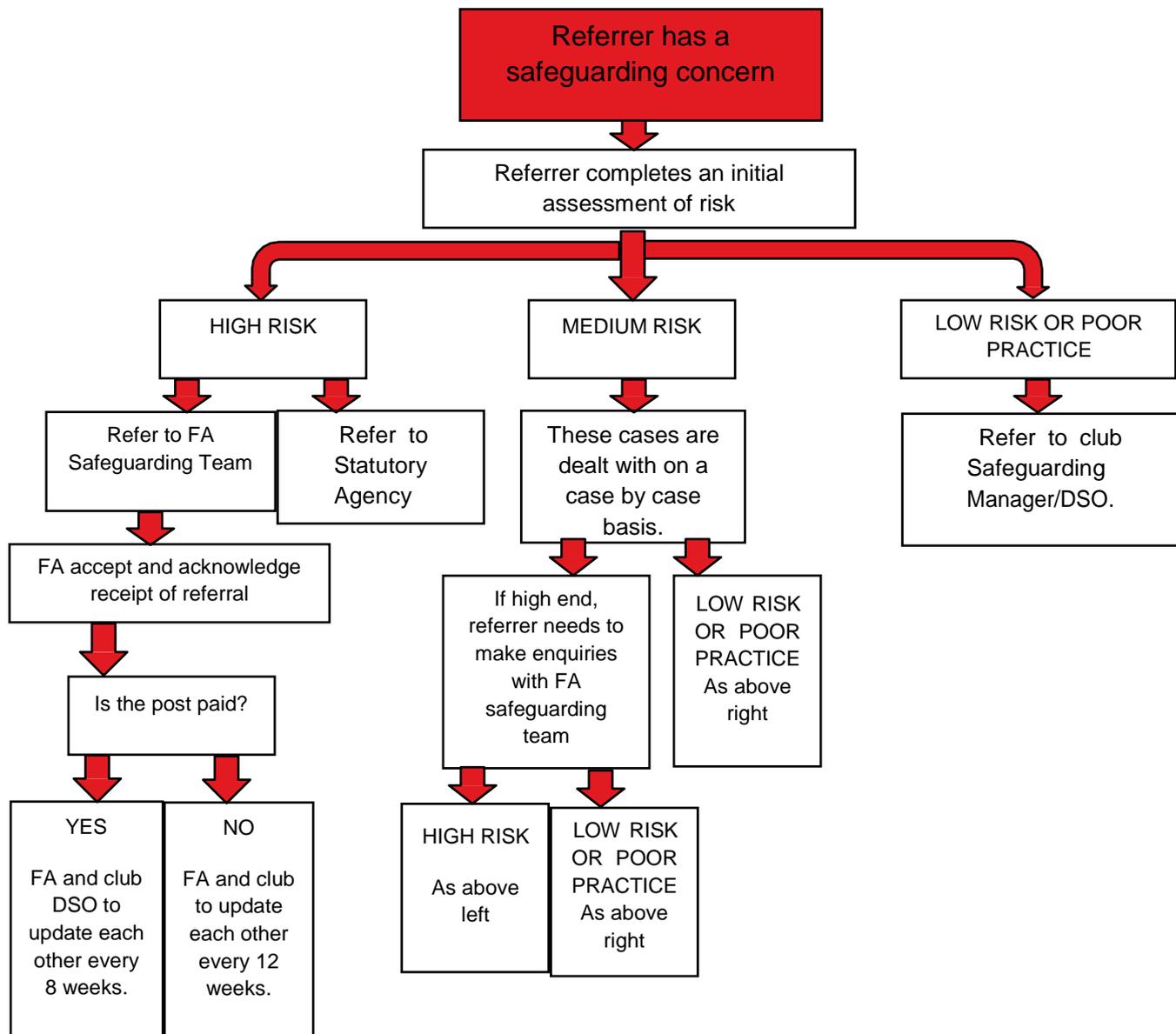
This policy should be read in conjunction with other ITFC related policies.

## **Government Guidance**

Broad government guidance on additional safeguarding issues (as per the Keeping Children Safe in Education Guidance 2015) listed below, can be accessed via the GOV.UK website:

- bullying including cyberbullying
- children missing education
- child missing from home or care
- child sexual exploitation (CSE)
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM)
- forced marriage
- gangs and youth violence • gender-based violence/violence against women and girls (VAWG)
- hate
- mental health
- missing children and adults
- private fostering
- preventing radicalisation
- relationship abuse
- sexting
- trafficking

## FA Referral process



## Suspensions by the FA

When the FA suspends an individual the FA Safeguarding Team will notify the Safeguarding Manager of the suspension. This notification will be via a copy of the suspension letter sent to the individual.

For further details of The FA process of investigation and decision making (including the appeals process) please refer to The FA's Safeguarding Rules and Regulations available on [www.theFA.com](http://www.theFA.com).

The following legislation and national and local guidance has been used to inform this policy:

- Working Together to Safeguard Children 2018
- Suffolk Safeguarding Children Board Arrangements for managing allegations of abuse against people who work with children or those in apposition of trust. 2006.
- Children and Social Work Act 2017
- Protection of Children Act 1978
- Keeping Children Safe in Education (Statutory guidance for schools and colleges) 2015
- Safeguarding Vulnerable Groups Act 2006
- The Human Rights Act 1998.
- Sexual Offences Act 2003.
- Section 67 Serious Crime Act 2015
- Section 160 Criminal Justice Act
- UN Convention on the Rights of the Child (UNCRC) Achieving Best Evidence 2011
- Data Protection Act 1998
- NSPCC Child Protection in Sport Unit guidance.
- FA Safeguarding Rules and Regulations.
- FA Grassroots Football Safeguarding Children 2016
- The F.A RESPECT Campaign
- EFL Safeguarding Children Policy
- EFL Safeguarding Strategy, Standards and Guidance for EFL Member Clubs 2018-2019.
- EFL Guide to Safer Working Practice for EFL Member Clubs 2018.
- ITFC Safeguarding Adults Policy
- ITFC Photography and Images Policy
- ITFC Mascot Policy
- ITFC Ball Assistant Policy
- ITFC Excursions and Event Policy
- ITFC Preventing Radicalisation and Extremism Policy.
- ITFC Rules of the Road Staff Handbook
- ITFC Whistle blowing Policy
- ITFC Safer Recruitment Policy



## Appendix 1

### Ipswich Town Football Club Safeguarding Children Incident form

It is important to inform the child about your concerns and that you have a duty to pass the information onto the safeguarding officer. The safeguarding officer will then look at the information and start to plan a course of action, in conjunction with yourself, the child involved and if necessary social care or other relevant organisations.

<b>Section 1 – details of child at risk</b>	
Name of Child	
Address	
Date of Birth	
Age if date of birth not known	
Contact number	
<b>Section 2 – your details</b>	
Name	
Contact phone number(s)	
Email address	
Line manager or alternative contact	
Name of organisation/ club	
Your Role in organisation	
<b>Section 3 – details of Concern</b>	
Detail what you have seen/been told/other that makes you believe the child is at risk is being abused or is at risk of abuse (include dates/times/evidence from records/photos etc.)	

Section 4 - Abuse type(s) – please tick as many as you feel may apply		
Physical	Psychological	Financial
Sexual	Discriminatory	Organizational (formerly institutional)
Neglect	Hate incident/crime	Mate Crime
Internet abuse	Modern slavery	Radicalization
Forced Marriage	Domestic abuse	Self-Neglect
Section 5B - Have you discussed your concerns with anyone else? E.g. carer/parent.		
Section 6 – What action have you taken /agreed with the adult to reduce the risks?		
Information passed to Safeguarding Officer, confirm details:	Referral to Social Care Confirm details:	
Contact with the police Confirm details:	Referral to other agency – please confirm details:	
Other – please state what		
No action agreed – state why		
Section 7 – Risk to others		
Are any other children at risk Yes/No – delete as appropriate		
If yes state why and what actions have been taken to address these?		
Are any adults at risk? Yes/No Delete as appropriate		
If yes state why and what actions have been taken to address these?		
Signed:		
Date:		

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Section 8 – sharing the concerns (To be completed by Lead Safeguarding Officer)
Details of your contact with the parents of the child at risk. Have they consented to information being shared outside of Ipswich Town Football Club?
Details of contact with the Social Care Team where the child at risk lives – advice can be still sought without giving personal details if you do not have consent for a referral.
Details of any other agencies contacted
Details of the outcome of this concern

## POLICY UPDATE

This policy will be reviewed annually, or in light of any changes in legislation or guidance, or following any learning outcomes from safeguarding incidents, concerns or allegations.

Policy dated January 2021.