



AMBASSADORS
F O O T B A L L

Safeguarding Policy
June 2023

Ambassadors Football GB

- Safeguarding Policy -

Contents

Section 1 – Ambassadors Football

Details of the Organisation	Page 1
Our Commitment	Page 2

Section 2 – Prevention

Understanding abuse and neglect	Page 3
Safer Recruitment	Page 3
Safeguarding training	Page 4
Management of Workers	Page 4

Section 3 – Practice Guidelines

Ambassadors Football Best Practice Guidelines	Page 5
Health & Safety	Page 6
Record Keeping	Page 7
Adult to Child Ratios	Page 8
Challenging Behaviour	Page 9
Bullying	Page 10
Unexpected Attendance	Page 10
Parents/Carers staying with Children's groups	Page 11
Filming and taking Photographs	Page 11
Online Safety	Page 13
Tobacco & Alcohol	Page 14
Solvents & Illegal Substances	Page 14
Gangs & Gang Crime	Page 15
Working in Partnership	Page 16

Section 4 – Responding to Allegations of Abuse

Procedure for Responding to Allegations of Abuse	Page 17
Detailed Procedures where there is a concern about a child	Page 20
Detailed procedures where there is a concern that an adult is in need of protection	Page 21
Allegations of abuse against a person who works with children/young people	Page 22

Allegations of abuse against a person who works with adults with car and support needs	Page 22
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Section 5 – Pastoral Care

Supporting those affected by abuse	Page 23
------------------------------------	---------

Adoption of the Policy

Page 24

Appendices

1 – Leadership Commitment Statement	Page 25
2 – Statutory Definitions of Abuse	Page 27
3 – Signs and Indicators of Abuse	Page 31
4 – Code of Conduct for all Workers	Page 34
5 – Welfare Concern Form	Page 36
6 – Accident/Incident Form	Page 38
7 – Anti-bullying Policy	Page 40
8 - Flowcharts for Action	Page 43

Section 1

- Ambassadors Football –

Details of the organisation

Name of Organisation: Ambassadors Football

Bolton HQ Address:

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Safeguarding Co-ordinator: Claire Lunn-Rockliffe

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Membership of Denomination/Organisation: Member of the Evangelical Alliance

Charity Number: 1055422 **Company Number:** 3172553

Regulators details (if any): The Charity Commission

Insurance Company: Combined Employers and Public Liability Insurance with Ansvar Insurance

The following is a brief description of our organisation and the type of work / activities we undertake with children and adults who have care and support needs:

Ambassadors Football exists to communicate the Good News of Jesus to all people through football. Our vision is to serve the local church, inspiring and equipping it to build Christ-centred relationships through football. We do this in a number of ways:

- By providing Community Football Outreach Training, we give churches the tools, equipment and on-going support to help them reach children & youth, adults or the marginalised in society.
- Community Football Projects: weekly sessions run by Ambassadors workers reaching children & youth, adults & the marginalised.
- Holiday Clubs: 3-5 day football events for children and young people aimed at playing a part in transforming communities.
- Events & Tours: Local, regional and national football tournaments that can include marginalised men and sections for children and youth teams; tours to other countries which often include coaching clinics for children.

We often recruit and make use of voluntary workers to make all these things happen.

Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight.

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- The Leadership agrees not to allow the document to be copied by other organisations.

Section 2

- Prevention –

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in our organisation we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

- Definitions of abuse – See Appendix 2
- Signs and indicators of abuse – See Appendix 3

Safer Recruitment

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate

- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.
- Where an applicant is from outside the UK, the individual obtains a 'fit person' check from their home country. Efforts should also be made by the organisation to contact the embassy of the applicant's home country in order to seek a back-ground check. Please note – any information regarding the background of an overseas individual may be basic at best. In this situation, the individual should never be allowed to work on their own with children, but instead be teamed up with another suitable worker.

Safeguarding Training

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis. This will be achieved through workers keeping up-to-date with their FA Safeguarding certification which must be renewed at least every 3 years. In addition, opportunities will be given, where appropriate for workers to attend a Facing the Unthinkable seminar run by thirtyone:eight or to complete the online version of the course. We will endeavour to keep all our workers informed of updates to the policy and safe working practices of the organisation. Opportunities are given for workers to give feedback as we regularly review our safeguarding practice.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs (see Appendix 4).

Section 3

- Practice Guidelines -

As an organisation working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as signing up to the Ambassadors Football Code of Conduct (see Appendix 4), all workers are expected to follow Ambassadors Football's best practice guidelines in all activities we are involved in. These guidelines are as follows.

Ambassadors Football Best Practice Guidelines

For all workers involved in working with children and/or adults with care and support needs

To be reviewed before each event

Workers should ensure that:

- They arrive in plenty of time to set up for each session and to greet the participants and families (where applicable)
- All facilities are checked for health & safety issues...
 - Fields are cleared of sharp objects, debris, pot-holes, etc.
 - Small goals are secured to the ground using the appropriate anchors/weights
 - Access/exits to any buildings used is safe, clear of obstruction and well-lit
- As far as possible a worker is not alone with a child where their activity cannot be seen. In a building this may mean leaving doors open, or two groups working in the same room.
- A child is never left alone unless both the child's coach and the overall leader deem the action appropriate, eg misbehaviour or resting due to injury.
- Children are collected by parents/guardians at the end of each session, except where written permission is given by parents to allow their child to make their own way home.

The Worker should:

- Treat all children/young people with respect and dignity befitting their age – make sure language, tone of voice and any physical contact is appropriate.
- Not engage in any of the following:
 - Invading the privacy of children when they are showering or toileting,
 - Rough physical or sexually provocative games,
 - Making suggestive comments about or to a young person even in fun,
 - Inappropriate and intrusive touching of any form,
 - Any scapegoating, ridiculing, or rejecting a child/young person.
- Control and discipline their groups in an appropriate manner without physical punishment or verbal abuse (see 'Challenging Behaviour')

- Control his/her group during coaching sessions at all time – ie no free shooting on goal, no aimless kicking of footballs, etc.
- Make sure that he/she is aware of the location of each child in their group at all times.
- Not play or demonstrate against any child
- Not invite a child or young person to your home or provide a lift in your car if they are alone.
- Have read, understood and agree to abide by the FA Respect Code of Conduct for Coaches.
- Report any suspicions of poor practice and/or child abuse to the Safeguarding Co-ordinator/ Deputy.

Health & Safety Practice Guidelines

The health, safety and well-being of all Ambassadors Football workers, participants and anyone else involved in our work is a top priority. For full details of our Health & Safety arrangements, please refer to the Ambassadors Football Health & Safety Policy. Some arrangements that are applicable to Safeguarding are summarised below and it should be noted that Health & Safety is everyone's responsibility.

Risk Assessment

All Ambassadors Football projects/activities should undergo an overall Risk Assessment to identify potential hazards that may cause harm to anyone involved in the activity. Details of these hazards, who may be harmed and any necessary steps to minimise the risks must be documented using the Ambassadors Football risk assessment form. Checks on facilities to be used for any project or session should then be documented before the start of every session, even if no further hazards are found. This can be done using the Project Form which can be found [here](#).

Food Hygiene

Any food that is made and/or consumed on site as part of a project/activity should meet food safety regulations. There should be an appointed person to oversee this who should possess a Basic Food Hygiene Certificate or equivalent and be knowledgeable in areas such as food preparation, handling, storage, disposal of waste etc. This is relevant to all organisations, therefore when working in partnership with churches and/or other organisations, Ambassadors Football should communicate with partners to ensure this is covered.

First Aid

At each activity, there should be a suitably qualified worker appointed as a designated first aider for the event/activity. This person should be present at all times throughout the duration of the event. Where this is not possible, another suitably qualified worker should be available to provide cover.

Some further points to consider are:

- The designated first aider will be responsible for ensuring there is an appropriately stocked first aid kit available at all times.
- All qualified coaches should hold as a minimum the FA Level 1 Introduction to First Aid in Football (formerly FA Emergency Aid) completed within the last 3 years.

- Ambassadors Football recommends that all workers who are FA Qualified coaches complete the free online FA Concussion Guidelines and Sudden Cardiac Arrest Module and obtain a certificate of completion.
- Ideally there should be at least one coach present who has obtained the FA Level 2 Emergency First Aid in Football (formerly FA Basic First Aid for Sport).
- There should be a medical emergency action plan in place for the event/activity which all workers should be aware of.

Record Keeping

Organisations need to keep records of their activities for management and accountability purposes. These records should be proportionate and purposeful and personal data should only be kept when there is a good reason for doing so (See the Ambassadors Football Data Protection Policy for more detail).

Keeping a register

When a child becomes either a member or becomes involved in any activity run by Ambassadors Football, it is important at the outset that general information and parental consent is obtained using a suitable form.

This form should contain

- contact details of parents/carers
- medical details (eg asthma, diabetes)
- other details such as allergies or special dietary requirements.

For on-going week-by-week activities, consent should be renewed annually.

Any register of those attending a club, project or activity should be maintained, along with a register of workers. This could include a record of arrival and departure times, particularly if any participant does not attend the whole session. It is also good practice to help keep parents/carers informed of the nature of activities.

Logbook

A logbook will be made available for all activities where workers can write down unusual events or conversations that they have witnessed. The information recorded in the logbook could be very helpful if, for example, leaders have to deal with a difficult member who subsequently makes an accusation of assault or a young person repeatedly makes sexual comments about workers that may, at a later date, result in an allegation of abuse. In this situation, written records would enable any allegations to be seen in context.

The logbook may also be useful for identifying patterns of behaviour or concerns that might not otherwise be so obvious. For example, bruising noted on a regular basis or a number of young people making similar comments about one worker that raises concerns. Other information might include records of incidents such as fights and the action taken. The logbook is designed to safeguard both children and workers.

Whilst it is important to note that any child, young person, vulnerable adult, parent or carer should be able to view what is recorded about them in the logbook in line with Data Protection law, it must be stressed that Safeguarding always takes priority. Since information about the prevention and detection of crime is exempt

from Data Protection requirements, it may be inappropriate to release information to a parent that has been disclosed by a child, without first consulting the statutory agencies.

Welfare Concern Form

Any information of a sensitive nature must be recorded on the Welfare Form (Appendix 5) and kept separately in a secure place. A cross reference can be recorded in the logbook. Any sensitive information must be kept securely and for a length of time in line with Ambassadors Football's insurance policy.

Accidents/incidents

All accidents/incidents, however minor, must be recorded on the Ambassadors Football Accident/Incident form (Appendix 6). In the event of an accident, the parent/carer of a child/young person should be asked to read and sign the accident form. Whether an adult with care and support needs can sign the form will depend on the nature and extent of their disability.

In the event of suspected head injury/concussion, the FA's Concussion Guidelines must be followed, including completing a head injury card that is given by a worker directly to the parent/carer of the child concerned.

Adult to Child Ratios

Below are NSPCC recommended adult to child ratios. In certain circumstances it may not be possible to maintain the recommended ratio, however, every effort must be made to provide the best level of supervision at all times. A minimum of 2 adults should be present at all times when working with children and young people, even when the numbers are small.

- 4-8 years old: 1 adult to every 6 children
- 9-12 years old: 1 adult to every 8 children
- 13-18 years old: 1 adult to every 10 children

Please note that supervision levels may vary depending on:

- Behaviour of the group
- Ability of the group
- The nature and duration of activities
- The competence and experience of the workers involved
- Whether there are any special medical/ behavioural needs within the group

Other factors:

- If the group has both boys and girls there should be at least one male and one female adult present. These adults should be suitably vetted and available to supervise visits to the toilet.
- Adults who haven't volunteered before or haven't had the necessary vetting checks shouldn't be left alone with children or take them to the toilet unaccompanied.
- When young people are helping to supervise younger children, then generally, only people aged 18 or over should be included as adults when calculating adult to child ratios.

Challenging Behaviour

Sometimes children and young people become angry, upset or disruptive. Occasionally their behaviour may endanger themselves or others. The Government has developed national standards in relation to early years and day care and the following guidelines can be adopted by organisations providing services to children and young people.

If someone is being disruptive:

- Ask them to stop.
- Speak to them to establish the cause(s) of the upset.
- Inform them they will be asked to leave if the behaviour continues.
- Warn them if they continue to be disruptive, this might result in longer-term exclusion from the group.
- If they are harming themselves, another person or property then others in the group should be escorted away from the area where the disruption is occurring. At the same time, and with a second worker present, request them to STOP. If your request is ignored, you might need to warn the individual that you will consider calling the Police. As a last resort, in the event of them harming themselves, other people or property, physical restraint may be needed until the Police to arrive.

The workers involved should always record what happened in writing as soon as possible after the incident on the Ambassadors Football Accident/Incident form. This should include:

- What activity was taking place
- What might have caused the disruptive behaviour
- The person's behaviour.
- What was said and how the worker and others responded.
- A list of others present who witnessed the incident.

A copy should be given to the leader, a copy retained by the worker and a copy sent to the Ambassadors Football Office in Morecambe. Parents should be informed if their child has been restrained.

It may be helpful, after such an incident, for the worker involved to meet with their line manager to talk things through, reviewing what happened and considering whether there is a way of doing things differently so that the incident could be de-escalated avoiding the need for restraint.

Further Guidelines for Challenging Behaviour

- Do not compare a child, young person or adult with another in the group; rather encourage and affirm and, if possible, give them responsibility for appropriate tasks.
- Build healthy relationships and be a good role model by setting an example. You can't expect others to observe the ground rules if you break them yourself.
- Take care to give the quieter and/or well behaved attention and resist allowing the demanding individuals to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.
- If children and young people in particular are bored they often misbehave, so review your programme regularly.
- NEVER smack or hit anyone and don't shout. Change voice tone if necessary.

- Call on support from other leaders if you feel so angry you may deal with the situation unwisely.
- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure everyone understands what action will be taken if not adhered to.
- Every person is unique and will respond in different ways to different forms of discipline. It follows therefore each child should be dealt with on an individual basis.

For those who are continuously disruptive:

- Have them sit right in front of you or get a helper to sit next to them.
- Encourage helpers to be pro-active rather than waiting to be told to deal with a situation.
- Challenge them to change their behaviour whilst encouraging their strengths.
- Warn them you may speak to their parents/carers about their behaviour, they may be sent outside the room (under supervision), be banned from attending the group for a period of time.

Bullying

Ambassadors Football has a zero-tolerance policy when it comes to bullying. There is an anti-bullying policy in place (see Appendix 7) which covers the following objectives:

- All children, workers, parents and carers should be aware of the anti-bullying policy within the organisation and what they should do if bullying arises
- All workers should have an understanding of what bullying is, be aware of possible signs if it is happening and follow the policy when it is reported
- Children and parents/carers should be assured that they will be supported when bullying is reported

Unexpected Attendance

Sometimes children, young people or vulnerable adults will want to join in with Ambassadors Football activities without the knowledge of parents or carers e.g. children playing outside or wandering the streets with no adult supervision. In these circumstances it is important to:

- Welcome them, but try to establish their name, age (children), address and telephone number. Record their visit in a register.
- Ask if a parent/carer is aware where they are, and what time they are expected home. If possible, contact the parent to inform them of where their child is and ask permission for them to stay for the session.
- If this is before the session ends, they should be encouraged to return home, unless the parent/carer can be contacted and they are happy with the arrangement. In the case of children in particular, make sure the child seeks the parent/carer's permission to return the following week.
- Link the visiting person with a regular attendee who can introduce them to the group and explain about the activity.
- On leaving, give the person a leaflet about the group with contact telephone numbers etc and perhaps a standard letter to the parent/carer inviting them to make contact.
- Without interrogation, you will need to find out as soon as possible whether they have any additional needs, (e.g. medication), so that you can respond appropriately in an emergency.

Parents/Carers staying with Children's groups

There may be occasions where parents ask if they can stay to watch the children's group's activity. It is important not to appear guarded but there may be concerns, particularly where the expectation is that all adults who work with children in any capacity should undertake Disclosure and Barring Service (DBS) checks.

The following should therefore be considered:

- Parents can be permitted to observe groups but not take part. A distinction should be made.
- It can help certain children settle into a group, if the child knows that a parent/carer is there. After the settling in period, if a parent/carer wishes to continue to stay, consideration could be given to them becoming a helper/worker but they would be required to undertake the same recruitment and selection procedure as with any other worker.
- Whilst a person watching may be a parent/carer for one or more of the children, to the rest of the children they are strangers.
- Organise an open evening from time to time as part of the on-going children's programme to build relationships and encourage parents to take an active role in supporting the group.
- Be aware that for some disabled children, it may be appropriate for their parent/carer to stay with them for an extended period. This should be considered on an individual basis to help the child become fully integrated into the group/activity.

Filming and taking Photographs

Ambassadors Football likes to take photographs and video both as a record and to both promote and celebrate the activities and events we are involved in. In addition, parents/carers often want to be able to celebrate the achievements of their children when taking part in sporting activities through taking photographs or video. Both the Child Protection in Sport Unit (CPSU) and the Football Association (FA) do not advocate the banning of photography and the use of images and videos of children, but recommend that appropriate and proportionate safeguards should be in place to ensure a safe environment for children and young people. It is the intention of Ambassadors Football to take all reasonable steps to protect children and young people from the inappropriate use of their images in resources and media publications, on the internet and elsewhere. The following applies whether images are taken using cameras, mobile phones or any other equipment.

What are the potential concerns?

By following the guidelines in this policy, Ambassadors Football aims to avoid the following:

- Images being used inappropriately, or being adapted or copied for use on child abuse websites on the internet.
- Children's images being accompanied by significant personal information that could assist a third party in identifying them. This can lead, and has led, to children being 'groomed'.
- The locating and identifying of children under inappropriate circumstances, including:
 - When a child has been removed from their family for their own safety,
 - Where restrictions on contact with one parent exist (e.g. in a domestic violence case),
 - Where a child may be a witness in criminal proceedings,

- Other safeguarding concerns

It is important to note that the majority of images taken are appropriate and taken in good faith. The following guidelines exist to help ensure the safety of children who come into contact with Ambassadors Football.

Photography and Filming guidelines

Before any images are taken:

- Consent must be obtained from both the child and parent using an appropriate consent form for camps and CFO sessions.
- The intended use of any images must be clearly communicated to children and parents. The nature of the potential risks associated with the intended use must also be communicated to ensure that any consent given is meaningful.
- This policy on Photography and Filming should be made available to any children and parents involved in the activity/event.
- Only the designated photographer on the Ambassadors team should take photographs/video. Please note – this person could be a member of the partner church. This allows coaches to focus on coaching and also avoids the possibility of any photographs/video being used in a way for which consent has not been granted (see also 'Online Safety' section).

Whilst taking images:

- Focus on the activity rather than the individual.
- Ensure those featured are dressed appropriately for the activity, including points for safety, e.g. wearing shin pads; not wearing jewellery etc.
- Try to reflect the diversity of age, ethnicity and gender within the activity.
- Do not allow any images to be taken in changing rooms, toilets and showers. This includes the use of mobile phones that can record images.

Once images have been taken:

- Images should not be used for any purpose other than that which was initially agreed with the child & parent. If the intention is to use an image on the internet, this must be clearly stated. Further permission must be acquired if an image is to be used in a way not originally stated.
- Images must not be published with the full name(s) of those featured unless written consent has been given.
- Any images posted on social media will be carefully selected and must only be done so through the official Ambassadors Football social media accounts.
- Player profiles with pictures and detailed personal information should never be used on websites.
- Any images taken for and on behalf of Ambassadors Football must be stored appropriately and securely. This means:
 - Devices used to collect images (including digital cameras and/or mobile phones) must be cleared following the event

- Images should be saved on an online platform that only has access by Ambassadors Football staff
- Access to stored images should be restricted to only those with a legitimate need to access them.
- Images should only be stored for as long as is reasonable for the intended purpose.

Parents/carers wishing to use photographic equipment at Ambassadors events:

Where parents attend Ambassadors Football events and wish to take photos and video in order to celebrate the achievements of their child(ren) (eg at the awards ceremony at the end of Camps), they should be made aware of Ambassadors Football's expectations.

Other Guidance:

- Taking appropriate photographs in a public place is not an offence, even if asked not to do so.
- No one has the right to decide who can and cannot take images on public land.
- A land or facility owner can decide whether or not to allow photography and filming of activities on their premises. However, this needs to be made known to individuals before they access the private property. If a person chooses not to comply with this decision, they can be asked to leave.

If you are concerned about the inappropriate use of images, please report this to the Safeguarding Coordinator or Deputy (contact details in Appendix 1 of this policy). If you have serious concerns about a potential safeguarding issue relating to the collection and recording of images then call the Police. This should only be done where you believe that someone may be acting unlawfully or putting a child/young person at risk.

Online Safety

Thirtyone:eight defines 'Online Safety' as, "...the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the internet; often referred to as Information and Communications Technology."

Due to the way our projects and sessions are organised, Ambassadors Football workers rarely have a need to communicate with children via the internet or via mobile telephone. As a general rule of thumb, any communication required in relation to a project or session is directed to the parent/carer rather than the child themselves.

However, Ambassadors Football recognises that the children we work with may well have access to an 'online world' through various types of device (eg mobile phone). Therefore, our workers need to be aware of the potential risks children may face whilst online (eg cyberbullying, grooming etc.) and should report any concerns to the Safeguarding Coordinator.

In addition, Ambassadors Football has adopted a Social Media Policy in order to safeguard both our workers as well as the children we work with and is summarised here:

- Ambassadors Football workers shall avoid personal interaction with children under 18 on social media (eg becoming friends on Facebook, following a child on Instagram).
- Instead, any communication through social media will be done through the official Ambassadors Football accounts.
- Before any photos/video are posted on social media, Ambassadors Football must have the appropriate written consent to do so. Any photo/video should be posted using only the official Ambassadors Football social media accounts.
- Photographs that include children will be selected carefully and will endeavour to prevent children from being easily identified.
- Workers should not post photos/video from projects working with children under 18 to their own personal social media account. Instead they should share/retweet the official Ambassadors posts.
- Text and any other media posted shall be subject to the acceptable use policy.
- All interaction on social media groups shall be recorded for safeguarding purposes.
- Any safeguarding concerns/allegations arising from social media shall be referred onto the safeguarding co-ordinator.
- All users of social media must be above the minimum age limit, i.e. 13 for Facebook.

Tobacco & Alcohol

There is a smoking ban in all enclosed public spaces throughout the UK and a no-smoking policy should therefore be enforced within any buildings where Ambassadors Football operates. From October 2014, the ban on smoking has now been extended to smoking in a vehicle with children present (in England and Wales).

It is also illegal for anyone under the age of 18 in England and Wales to be sold cigarettes (or other products like roll-up tobacco, cigars and e-cigarettes) over the counter or at a vending machine. Ambassadors Football is able to impose a no-smoking policy, so it is important all those attending activities are aware of and agree to abide by this policy.

There are also strict regulations on the sale and consumption of alcohol where children and young people are concerned. Workers do not have the right to confiscate alcohol found in a young person's possession but they can enforce a no-alcohol policy.

There may be occasions where it is felt necessary to inform parents /carers that a child/young person has been drinking, particularly if they are under the influence of alcohol during a session or there are concerns for their health or safety. This should be discussed with the activity and Safeguarding coordinator.

Solvents & Illegal Substances

Workers should be alert to possession and use of illegal substances.

If a worker becomes aware a child, young person or vulnerable adult may be abusing solvents they should be encouraged to seek professional help from their doctor or a counsellor specialising in this area.

Having said this, it is a criminal offence to allow anyone attending an activity run by an organisation to supply illegal drugs or use them on the premises. It is important to adopt zero tolerance on all illegal substances and draw up a protocol with the local police for dealing with such situations should they arise. All those attending the activity should be made aware of this protocol which should be clearly displayed. For the individual involved:

- Ask them to stop, warning them of the consequences if they do not e.g. suspension or ban from the group.
- Inform parents/carers if the young person is under 16 years.
- Inform the parents/carers if the young person is over 16 years (with their permission).
- Discuss with the young person the proposed course of action, particularly if they re-offend (e.g. informing the police).
- Write down the content of any discussion with the young person, including the action taken and keep this in a secure place.
- Liaise with the police to devise a strategy for dealing with the use of illegal substances.

Gangs & Gang Crime

It is not uncommon for groups of children to gather in a public place. This is quite normal, and though some might become disorderly or anti-social, this does not mean they are part of a gang. However, there is a strong association between gang membership and violence and crime and sometimes a young person may not realise they are in a gang, they just think they are socialising with a group of friends.

Young people join gangs for a number of reasons such as belonging to a group, feeling acceptance, being respected by their peers, having power over other people and feeling safe.

Belonging to a gang isn't against the law, it's only criminal offences committed by gang members that are illegal. Having said this, if an offender is part of a gang they may be given a harsher sentence if they are found guilty of:

- possessing drugs like cannabis, cocaine and ecstasy
- carrying a knife if there is intent to use it as a weapon (even if it belongs to someone else)
- carrying or keeping a gun without a licence, including fake or replica guns

The Police will search anyone they think may be carrying a gun or a knife and, working with school staff, may search young people for weapons at school. If there is reason to believe children and young people are involved in criminal gang activity, they need to be told if they carry a gun or a knife they could be arrested; also that a court appearance and a criminal record could jeopardise their chances of employment, going to university or college, or even travelling abroad.

The best way workers can help prevent children getting involved in a gang is by talking openly about gangs, finding out what children think about gangs and warning them of the dangers of becoming involved.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse. We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding.

It is important to state that Ambassadors Football is a national ministry which regularly partners with churches and other organisations throughout the UK. Therefore, where safeguarding concerns arise, the nature of those concerns will determine whether Ambassadors or the partner church will take immediate responsibility for making the appropriate response. This is because the majority of concerns would need to be dealt with at a local level, and therefore the church would be best placed to respond to the concern. They would also be best placed to provide on-going support to those affected (e.g. offering pastoral care). However, the leadership recognises its responsibility in regards to Ambassadors workers (whether paid or voluntary) as outlined in this policy. Should any concerns arise relating to any Ambassadors worker, the matter will be dealt with by the Safeguarding Co-ordinator/ Deputy following the procedures outlined in this policy

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding. Other measures taken by Ambassadors Football to promote Safeguarding are:

- Where working in partnership with churches and/or other organisations (e.g. schools), there is a written agreement between all parties involved. This agreement should at least cover:
 - A commitment to undertake safe recruitment practices
 - Ensuring that arrangements for maintaining appropriate confidentiality are place
 - Arrangements for reporting safeguarding concerns, accidents or incidents
 - Clear practice guidelines for all workers
 - Health & Safety and First Aid provision
- Making use of the Child Protection in Sport Unit's Check & Challenge Tool when working in partnership. This document is designed to help the event planners cover all Safeguarding requirements for the event.

Section 4

- Responding to Allegations of Abuse -

Procedure for Responding to Allegations of Abuse

Effective Listening

Ensure the physical environment is welcoming, giving opportunity for the child or adult with care and support needs to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

Helpful Responses:

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

Don't Say:

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. All workers should follow the procedures laid out below:

Documenting a concern

If there is a concern that a child, young person or adult with care and support needs may have been abused or a direct allegation of abuse has been made, it is important the person receiving this information does the following:

- Make notes as soon as possible (preferably within one hour of the person talking and on the Ambassadors Football Welfare Form - Appendix 5) including a description of any injury, its size, and if possible a drawing of its location and shape on the child's body.
- Write down exactly what has been said, when it was said, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand written notes *even if subsequently typed up*.
- These notes should be passed on to the safeguarding co-ordinator to assist them should the matter need to be referred to the statutory agencies such as Adult or Children's Social Services or the police.
- If the event or session is linked with a local church, the notes should also be given to the partner safeguarding co-ordinator who will follow up the concerns.

Workers need to share concerns with the co-ordinators as well as clear allegations made by, or about, children, young people and adults at risk. Sharing 'gut feelings' at an early stage, may assist helping those who need it.

Remember someone becoming quiet and withdrawn does not automatically mean that they are being harmed. By sharing your concern about them with your safeguarding coordinator, it will enable you to discuss ways of asking 'open questions' which may clarify their worries.

Reporting the concern

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Name: Claire Lunn-Rockliffe (hereafter the "Safeguarding Co-ordinator")

Tel: 07725 315085

Email: clunn-rockliffe@ambassadorsfootball.org

- The above is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

Name: Martin Bateman (hereafter the "Deputy")

Tel: 07889 949612

Email: mbateman@ambassadorsfootball.org

- If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111.

Alternatively contact Social Services or the police.

- The Safeguarding Co-ordinator should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. The Safeguarding Co-ordinator will pass all relevant information to the partner church safeguarding co-ordinator. They should then contact social services in the area the child or adult lives.

Please note: the contact numbers given below are local to two Ambassadors Football offices. However, due to the fact that Ambassadors Football is a national ministry that works in partnership with churches and other organisations all over the UK, these contact numbers may not be relevant. Therefore, before the start of any event, the relevant contact numbers should be confirmed with the local church/organisation we are partnering with and be available for the duration of the event.

Name of local authority: Lancaster City Council

Children's Services

Tel: 0300 123 6720 (office hours only, Mon-Fri 9am – 5pm)

Out of hours Tel: 0300 123 6722

Website Address: <https://www.safeguardingpartnership.org.uk/>

Adult Social Services

Tel: 0300 123 6720 (office hours only, Mon-Fri 9am – 5pm)

Out of hours Tel: 0300 123 6722

Website Address: <https://www.safeguardingpartnership.org.uk/adults/>

Name of local authority: Hackney London Borough Council

Children's Services

Tel: 0208 356 5500 (office hours only, Mon-Fri 9am – 5pm)

Out of hours Tel: 0208 356 2710

Email: fast@hackney.gov.uk

Website Address: <https://hackney.gov.uk/child-protection>

Adult Social Services

Tel: 0208 356 5782

Out of hours Tel: 0208 356 2300

Email: adultprotection@hackney.gov.uk

Website Address: <https://hackney.gov.uk/safeguarding-vulnerable-adults>

- The Safeguarding Co-ordinator **may** need to inform others depending on the circumstances and/or nature of the concern.
 - Chair of Trustee responsible for safeguarding who may need to liaise with the insurance company or the Charity Commission to report a serious incident.
 - Designated Officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- All handwritten or typed Welfare Forms must be sent to the Ambassadors Football Morecambe Office (address on the form) within 1 week of the allegation or concern.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.

- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team directly. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by thirtyone:eight if, for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

Detailed procedures where there is a concern that an adult is in need of protection:

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self neglect, forced marriage, modern slavery, domestic abuse

If there is concern about any of the above, the Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, the Safeguarding Co-ordinator will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will

- Liaise with Children's Social Services in regards to the suspension of the worker

- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to the Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

Allegations of abuse against a person who works with adults with care and support needs.

The Safeguarding Co-ordinator will:

- Liaise with Adult Social Services in regards to the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon **Adult Services** to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the organisation.

Section 5 - Pastoral Care -

Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who are part of the organisation. Almost all contact with people who are not part of the organisation is made in partnership with a local church/ organisation. Therefore we are committed to ensuring that the churches and other organisations we partner with are able to offer support to those outside the organisation who may be affected by abuse.

Adoption of the Policy

This policy was agreed by the leadership and will be reviewed annually on:

Signed by: Dan Money

Position: Chair of Trustees

Signed by: Martin Bateman

Position: GB Director

Date: 20th June 2023

Appendix 1

- Leadership Commitment Statement –

Protection of Children and Adults Policy Statement

Name of Organisation: Ambassadors Football

The following statement was agreed by the leadership on: 20th June 2023

This organisation is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of children and adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of children and adults and will ensure all our policies and procedures will reflect this.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.

We are committed to:

- Following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as an organisation all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and all other relevant legislation.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by Ambassadors Football.
- Supporting all in the organisation affected by abuse.

We recognise:

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.

- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures annually.

If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as safeguarding co-ordinators for this organisation.

Claire Lunn-Rockliffe (07725 315085) Safeguarding Coordinator

Martin Bateman (07889 949612) Deputy Safeguarding Coordinator

A copy of the full policy and procedures is available from the Bolton HQ office and the Ambassadors Football Website.

Signed by the leadership

Signed DAN MONEY

Daniel Money
(Chair of Trustees)

MARTIN BATEMAN

Martin Bateman
(GB Director)

Date 20th June 2023

Appendix 2

- Statutory Definitions of Abuse -

Children

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance. The four definitions (and a few additional categories) of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. 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 a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a

child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Child sexual exploitation

Child sexual exploitation is a form of sexual abuse. It occurs where 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.

Extremism

Extremism goes beyond terrorism and includes people who

- target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination,
- justify discrimination towards women and girls,
- persuade others that minorities are inferior,
- or argue against the primacy of democracy and the rule of law in our society.

Adults

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000)

The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who;

- has need for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and

Ambassadors Football GB Safeguarding Policy (Created and approved by the leadership Dec 2015; updated June 2023)

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Page 28

- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act.

Link: The Care Act 2014 <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Link: Care and Support Statutory Guidance under the Care Act 2014
<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.

Appendix 3

- Signs and Indicators of Abuse –

Signs of Abuse (Children)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*
- Cuts/scratches/substance abuse*

Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia*

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses,

- Inadequate care, etc

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

Signs of Abuse (Adults)

Physical

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems unattended
- Any injuries not consistent with the explanation given for them
- Bruising and discoloration – particularly if there is a lot of bruising of different ages and in places not normally exposed to falls, rough games etc.
- Recurring injuries without plausible explanation
- Loss of hair, loss of weight and change of appetite
- Person flinches at physical contact and/or keeps fully covered, even in hot weather
- Person appears frightened or subdued in the presence of a particular person or people

Domestic Violence

- Unexplained injuries or 'excuses' for marks or scars
- Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse, so called 'honour' based violence and Female Genital Mutilation.
- Age range extended to 16yrs

Sexual

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming
- Emotional distress
- Mood changes
- Disturbed Sleep patterns

Psychological

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia
- Changes in mood, attitude and behaviour, excessive fear or anxiety
- Changes in sleep pattern or persistent tiredness
- Loss of appetite

- Helplessness or passivity
- Confusion or disorientation
- Implausible stories and attention seeking behaviour
- Low self-esteem

Financial or Material

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Loss of money
- Sudden inability to pay bills, getting into debt
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property
- Missing personal belongings
- Inappropriate granting and / or use of Power of Attorney

Modern Slavery

- Physical appearance; unkempt, inappropriate clothing, malnourished
- Movement monitored, rarely alone, travel early or late at night to facilitate working hours
- Few personal possessions or ID documents
- Fear of seeking help or trusting people

Discriminatory Abuse

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance care
- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves

Institutional Abuse

- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves
- No confidence in complaints procedures for staff or service users
- Neglectful or poor professional practice

Neglect and acts of Omission

- Deteriorating despite apparent care

- Poor home conditions, clothing or care and support
- Lack of medication or medical intervention

Self-neglect

- Hoarding inside or outside a property
- Neglecting personal hygiene or medical needs
- Person looking unkempt or dirty and has poor personal hygiene
- Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food
- Person is dressed inappropriately for the weather conditions
- Dirt, urine or faecal smells in a person's environment
- Home environment does not meet basic needs (for example not heating or lighting)
- Depression

Appendix 4

- Code of Conduct for all workers -

Ambassadors Football workers involved in football or any other activities for children, young people and adults with care and support needs have a great opportunity to be a positive role model and help to build an individual's confidence.

Workers are expected to:

- Ensure the safety of all participants by providing effective supervision, proper pre-planning of coaching sessions, using safe methods at all times.
- Place the well-being, safety and enjoyment of each player above everything, including winning.
- Ensure all activities organised are appropriate for the participants' ability level, age and maturity.
- Foster team work to ensure the safety of all participants.
- Not let any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded.
- Record all incidents and accidents in line with Ambassadors Football's policies and procedures.
- Report accidents or incidents of alleged abuse or poor practice to the designated person.
- Maintain confidentiality about sensitive information.
- Be a role model, displaying consistently high standards of behaviour and appearance (e.g. disciplined, committed, on-time etc.)
- Be positive, approachable and offer praise to promote good behaviour
- Treat all participants fairly and ensure they feel valued. Have no favourites.
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour
- Never engage in, or tolerate any form of bullying
- Take time to explain coaching techniques to ensure they are understood
- Develop an appropriate working relationship with participants, based on mutual trust and respect in order to build their self-esteem.
- Adhere to the laws and spirit of the game.
- Promote fair play and high standards of behaviour.
- Encourage each participant to accept responsibility for their own behaviour.
- Remain up to date with relevant qualifications (eg Emergency First Aid, FA Safeguarding Workshop etc.)
- Uphold Ambassadors Football's mission and values.
- Demonstrate Christian values in all aspects of the work.

All workers have the right to:

- Access on-going training and information on all aspects of leading/managing activities for children, young people and adults with care and support needs, particularly on Safeguarding.
- Support in the reporting of suspected abuse or poor practice.
- Access to professional support services.
- Fair and equitable treatment by Ambassadors Football.
- Be protected from abuse by children, young people, other adult members and parents.

- Not to be left vulnerable when working with children.

Any minor misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Serious or persistent breach of the code will result in disciplinary action in line with Ambassadors Football’s disciplinary policy and procedures and could lead to dismissal from the organisation.

Dismissals can be appealed by the worker with final decisions taken by the appropriate people within the organisation.

Emergency Action and First Aid:

All workers should be aware that an Emergency Action Plan will be in place for the activities/events they are involved in. In the event of an emergency situation, they should be familiar with and act in accordance with the plan.

Declaration:

I hereby agree to work within the above the code of conduct. I understand that action may be taken by Ambassadors Football should I not follow the code.

Signature of Worker: _____

Print Name of Worker: _____

Date: _____

Signature of Line Manager: _____

Print Name of Line Manager: _____

Date: _____

Appendix 5
- Ambassadors Football Welfare Concern Form -

Event:	Leader in Charge:
Date:	Leader Reporting Incident:

**This form must be completed by the Event Leader and given to the Safeguarding Lead at the partner church. For additional advice refer to the leaders manual.
Full details of any information a child gives or that a team member becomes aware of must be included. The details below are required, and any additional information will be helpful. Please include further sheets as necessary.
Please complete a separate form for each concern.**

GENERAL DETAILS

Name of team member(s) receiving information:

Date and time of receiving information:

Name of at risk young person:

Age of at risk young person:

Male Female Prefer not to say (Please circle)

Parent/Carer Name:

Contact Details (including home address, phone numbers):

With whom does the young person live?

SPECIFIC DETAILS

Please answer the following questions as fully as possible using additional sheets when required.

Type Of Abuse (Please circle)

Sexual Abuse

Emotional Abuse

Physical Abuse

Neglect

Bullying

Other (please specify)

Description of the incident (in as much detail as possible):

Include details of any other relevant parties.

Clearly identify a list of your safeguarding concern/s

Action taken:

Please specify if you referred to a statutory agency, the FA, the Church Safeguarding Lead or any other action taken related to your concerns (including action taken by the event leader).

Do you know if Social Services are already aware of the situation? Is any immediate action required?

Who was this information reported to (Event Leader, AFGB staff etc)?

Signed (Leader):

Printed Name:

Date:

Please return this form to:
AFGB Volunteer Ministry

Stanley Road Baptist Church, Stanley Road, Morecambe, LA3 1UP.

TO ARRIVE NO LATER THAN 1 WEEK AFTER THE EVENT

Appendix 6

- Incident/Accident Form -

Event:

Leader in Charge:

Date:

Leader Reporting Incident:

Please give details of any incident that involved injury to a young person that required a visit to a first aider or to hospital. (Minor cuts/bruises need not be listed.) Please include any other accidents - or near misses - that may have effects beyond the event including head knocks. Outdoor activity accidents should all be included. Please complete a separate form for each accident. If appropriate, please attach extra sheets.

Name of Young Person/Leader involved:

Date and Time of Accident:

Location of Accident:

Name of any witness:

Description of accident including how and precisely where the accident took place: (Attach sketches and additional pages if appropriate):

Description of action taken including any first aid treatment and the name(s) of the first-aiders:

Ambassadors Football Accident/Incident Report Form

What happened to the injured person after the accident?: (eg. went home, went to hospital, carried on with session)

What factors contributed to the accident?

What action has been taken to reduce the chance of a similar accident?

What further action would you recommend?

Parents have been made aware of the incident/accident: Y N

Any parent/guardian comment?

All of the above facts are a true and accurate record of the incident/accident

Signed (Leader):

Printed Name:

Date:

Appendix 7

- Anti Bullying Policy -

This anti-bullying policy sets out how as an organisation Ambassadors Football feels about bullying, what we'll do to tackle it and how we'll support children and young people who experience or display bullying behaviour.

Definition of bullying

The Anti-Bullying Alliance defines bullying as:

“The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or through cyber space.”

Bullying behaviour can include:

- Physically pushing, kicking, hitting, pinching etc.
- Name calling, spreading rumours, persistent teasing and humiliation or the continual ignoring of others
- Posting of derogatory or abusive comments, videos or images on social media
- Racial, homophobic, transphobic or sexist comments, taunts or gestures
- Sexual comments, suggestions or behaviour
- Unwanted physical contact

Objectives of this policy

- All children, workers, parents and carers should be aware of the anti-bullying policy within the organisation and what they should do if bullying arises
- All workers should have an understanding of what bullying is, be aware of possible signs if it is happening and follow the policy when it is reported
- Children and parents/carers should be assured that they will be supported when bullying is reported

Prevention

Strategies can be adopted to prevent bullying. As and when appropriate, these may include:

- Facilitating children to play an active part in developing a code of conduct for behaviour
- Having discussions about bullying and why it matters
- Ensuring workers have access to information, guidance and training on bullying.

Procedures

- Report the bullying incident to children's leaders
- Ensure that details are carefully checked before action is taken
- In all cases of bullying, the incidents should be recorded by the worker
- Consideration should be given to informing the parents/carers of the bully, but this should only be done if the workers are satisfied there is no bullying/abuse going on at home that might exacerbate the situation
- If it thought that an offence has been committed, consideration should be given to contacting the police
- The bullying behaviour or threats of bullying must be investigated and stopped quickly
- Help should be offered to help the bully address his/her behaviour

Outcomes

- The children's worker involved in dealing with the incident should issue a warning to the child concerned
- An apology should be given by the child who has bullied another
- If possible, those involved will be reconciled
- After the incident has been investigated and dealt with, the situation should be monitored to ensure repeated bullying does not take place
- After the incident(s) have been investigated parents/carers should be informed of the action taken
- All incidents must be recorded in the log book

Useful Information:

Websites:	Helplines:
Anti-Bullying Alliance	Bullying UK: 0808 800 2222
Child Exploitation and Online Protection	NSPCC: 0808 800 5000

Cyberbullying

These days bullying doesn't just happen in the playground. Cyberbullying – or bullying via digital technologies like mobile phones and computers – is a different threat to children. It can be harder to spot and more difficult to stop than 'traditional' bullying, but understanding the dangers can help keep children safe.

What's different about Cyberbullying?

Cyberbullying is different to other forms of bullying because:

- It can occur anytime, anywhere – the victim can even receive bullying messages or materials at home
- The audience to the bullying can be large and reached very quickly and easily if messages are passed around or things are posted online
- It can be unintentional – people may not think about the consequences of sending messages or images

Characteristics of Cyberbullying

- Anonymous – cyber abusers can use the internet using pseudonyms
- Accessibility – cyberbullies can approach their victims at any time
- Loss of inhibition – the anonymity of the internet can encourage cyberbullies to commit acts which they might not otherwise do in person.

Ways of cyberbullying

The most common ways of cyberbullying are through:

- Video chat apps, chat rooms, blogs and forums – although many of these are moderated, people involved in discussions can be sent abusive responses
- Text messaging – abusive and threatening texts can be sent to mobile phones
- Abusive or prank phone calls – these can be made to a child's mobile phone
- Picture and video clip messaging – offensive images can be sent to mobile phones
- Email – new addresses can be set up in minutes and used to send offensive messages and images
- Social networking and messaging apps (like Omegle, Facebook, Kik Messenger, WhatsApp) – offensive or humiliating messages and images can be posted on these sites
- Identity theft – in many cyber environments fake profiles can be set up pretending to be someone else with the aim of bullying others
- Instant message services – quicker than email, these allow users to have 'real time' conversations, and offensive messages or content can be sent in this way

- Webcams – usually used to view each other when chatting online, children can also be sent abusive images or encouraged to act in an inappropriate way while being filmed
- Video chat apps (like ooVoo) – children may find themselves the subject of films being shown (eg what is wrongly called ‘happy slapping’) or be accidentally exposed to pornographic images
- Gaming sites, consoles and virtual worlds – chatting is possible within many games, and name-calling, abusive remarks and picking on particular players can occur

Protecting children from Cyberbullying

As with other types of bullying it’s important for you to listen to children and react with sympathy. You should let children know that bullying is always wrong and that seeking help is the right thing to do.

It’s important for them to learn to respect and look after their friends online and to think before they post or text. To help keep children safe you can:

- Encourage them to talk to you or another adult about anything that’s upsetting them
- Watch out them seeming upset after using the internet or their mobile phone
- Try to understand the ways in which they are using their digital technologies
- Ask them to think about how their actions affect other users
- Suggest that they only use moderated chat rooms
- Encourage them to you any abusive or offensive emails or messages they’ve received and keep a record of them
- Help them report any abuse to their internet service provider, the website manager/moderator, the mobile phone company or the police
- Tell them never to respond to any abusive messages or call – this is frequently what the abuser wants
- Discuss keeping their passwords safe and avoiding giving their name, email address or mobile phone number to people outside their circle of friends and family
- Change email address or telephone number if the abuse continues
- Turn on in-built internet safety features and install computer software to ensure that you only receive emails from people you have chosen and to block unwanted images
- Tell them about places where they can go for help and support like ChildLine, CEOP’s ThinkuKnow and Chilnet International, Bullying UK.

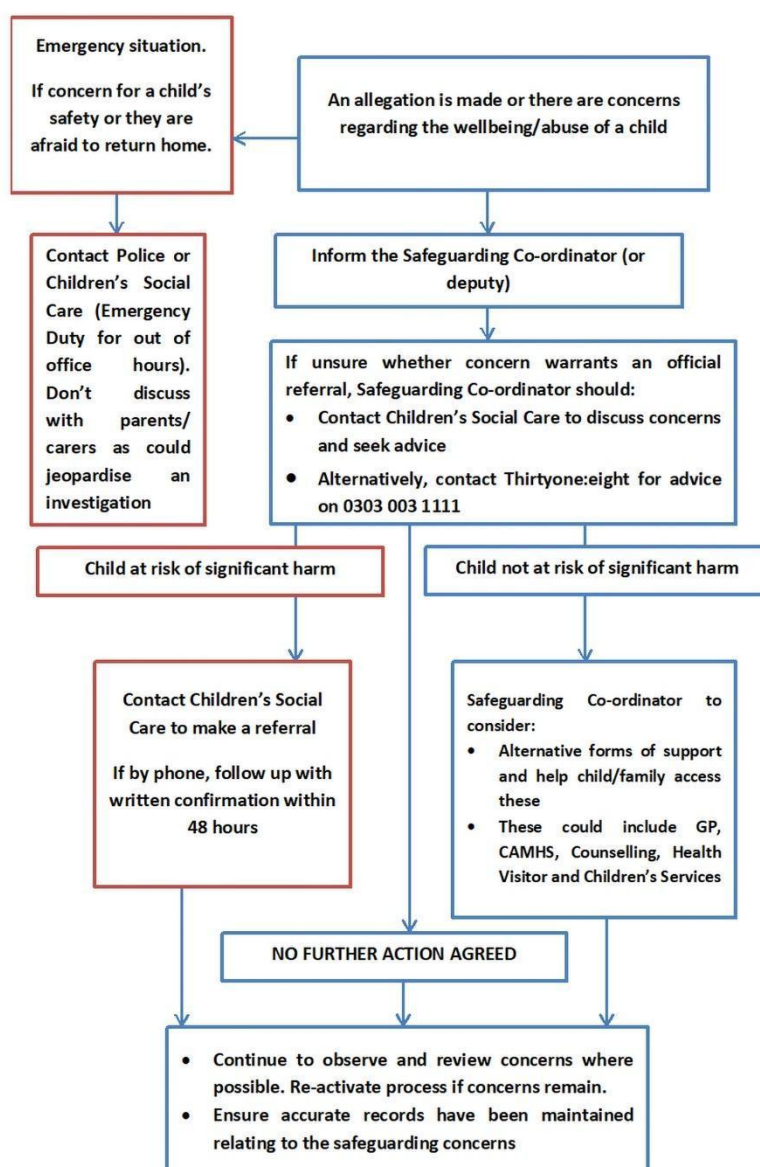
Appendix 8 - Flowcharts for Action -

Flowchart for Action Children and Young People



Creating safer places. Together.

This flow chart provides an overview of action to be taken when concerned about the welfare of a child. It is to be used in conjunction with written procedures.



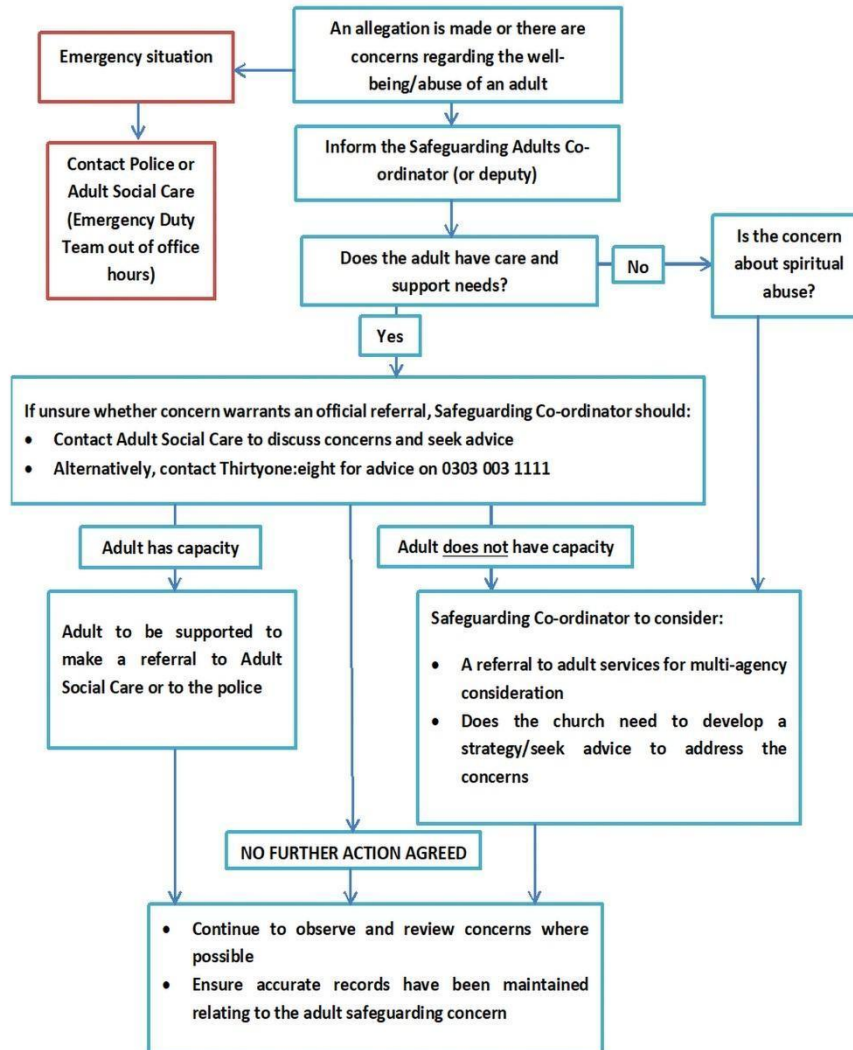
Working Together to Safeguard Children defines significant harm as:

“... any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development.”

© Thirtyone:eight 2018 Flowchart for Action Children & Young People

Flowchart for Action Adults at risk

This flow chart provides an overview of action to be taken when concerned about the welfare of an adult at risk. It is to be used in conjunction with written procedures.

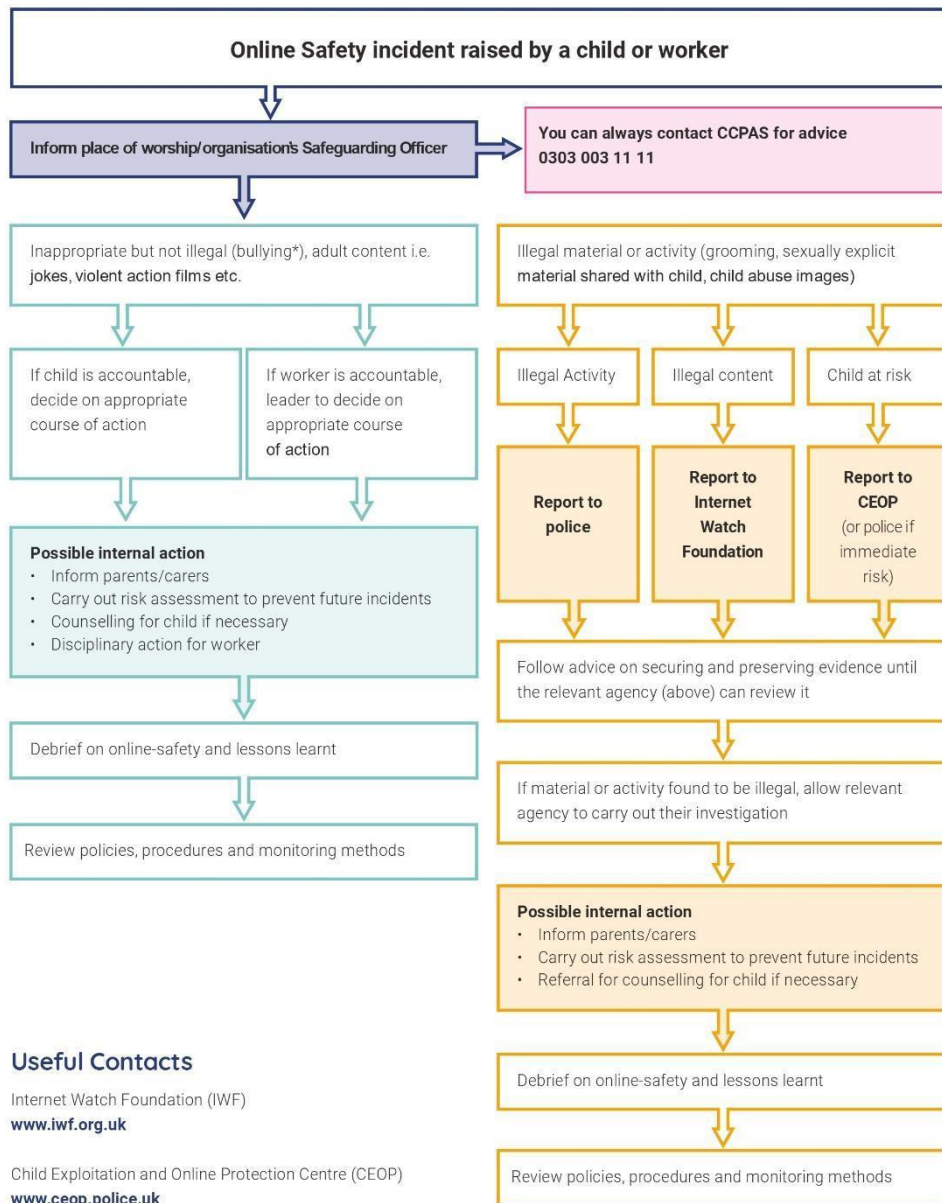


“The legal definition says that someone who lacks capacity cannot, due to an illness or disability such as a mental health problem, dementia or a learning disability, do the following:

- understand information given to them to make a particular decision
- retain that information long enough to be able to make the decision
- use or weigh up the information to make the decision
- communicate their decision.

©Thirtyone:eight 2018 Flowchart for Action Adults at Risk

Online Safety Flowchart



Useful Contacts

Internet Watch Foundation (IWF)
www.iwf.org.uk

Child Exploitation and Online Protection Centre (CEOP)
www.ceop.police.uk

(*) Some forms of bullying or content may be illegal – see Malicious Communications Act 1988, Obscene Publications Act. For extreme pornography – Criminal Justice and Immigration Act 2008, etc.