



SAFEGUARDING POLICY

2022-23

Policy & Procedures

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Version Control

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1. Introduction

Port Vale Football Club (hereafter referred to as the Club) is committed to ensuring that we create a safe environment for everyone visiting or taking part in activities at the Club. The Club takes our responsibility to safeguard and promote the welfare of all Children, Young People and Adults at Risk very seriously. Our approach to any concerns will always be Child/Young Person and Adult at Risk focused. We and our staff will always consider what is in the best interests of the individual.

This policy sets out our commitment to safeguarding and provides a framework for what to do if concerns arise about their welfare or protection whilst at the Club.

Carol Shanahan

Chair

2. Scope

This Policy is for use across the Club and is to be observed by all those working or volunteering and who may encounter a Child, Young Person or Adult at Risk, this to ensure best practice in safeguarding is promoted and adhered to.

Activities undertaken at the following locations/departments are under the remit of this policy including:

Port Vale Football Club and the Vale Park Stadium

Port Vale Foundation Trust

Port Vale First Team

Port Vale Academy and Youth Development

Port Vale Women's Team

Port Vale Retail Store

HUBB Foundation

Bescura LTD

Any location visited by staff/volunteers in an official capacity.

3. Policy Statement

This policy is written in accordance with the requirements of Working Together to Safeguard Children 2018 (WT 2018), Keeping Children Safe in Education (1st September 2022), the Standards for Safeguarding and Protecting Children in Sport produced by the NSPCC and Sport England, The Care Act 2014 and the Protection of Freedom Act 2012.

These procedures apply to all Children and Young People under the age of 18 years and Adults at Risk aged 18 years or over. They all have equal rights to protection regardless of age, gender, ability, culture, race, language, religion, or sexual identity. All staff and volunteers will treat them with respect and dignity throughout their time at the Club and will support their needs sensitively.

Definitions

This policy relates to Children and Young People (defined as a person from birth until their 18th birthday).

The term 'Children' refers to:

- Younger Children who do not have the maturity and understanding to make important decisions for themselves.

The term 'Young People' refers to:

- Older or more experienced Children who are more likely to be able to make these decisions for themselves.

Children and Young People from hereafter will be referred to as a 'Child' or 'Children'.

Working Together to Safeguard Children (WT 2018) sets out the legislative requirements and expectations on individual organisations to safeguard and promote the welfare of Children and should be read in conjunction with this policy. A key principle of effective safeguarding arrangements is that safeguarding is everyone's responsibility.

Working Together to Safeguard Children 2018 states:

'Everyone who works with Children has a responsibility for keeping them safe. No single practitioner can have a full picture of a Child's needs and circumstances and, if Children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing the information and taking prompt action. In order that organisations, agencies, and practitioners collaborate effectively, it is vital that everyone working with Children and families, including those who work with parents/carers, understands the role they should play and the role of other practitioners. They should be aware of, and comply with, the published arrangements set out by the local safeguarding partners. (Para 16,17 P, 11)'.

The term 'Adult at Risk' as defined under the Care Act 2014 refers to:

- Anyone aged 18 years or over who needs care and support and is at risk of, or is experiencing, abuse or neglect, and is unable to keep themselves safe from significant harm or exploitation because of their care and support needs.

The term 'Adult at Risk' has replaced the previously used term 'Vulnerable Adult'.

'Adult at Risk' from hereafter will be referred to as an 'Adult'.

The Care Act 2014 sets out the legislative requirements and expectations for how local authorities should protect an 'Adult' from abuse.

There are six key principles which underpin adult safeguarding:

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

The Club is committed to ensuring the welfare and safety of all 'Children' and 'Adults' involved in or visiting the club. Any safeguarding concerns that may arise will be dealt with efficiently and effectively. Our approach will always be person centred and we will always do what is in the best interests of the 'Child' or 'Adult'.

****All staff and volunteers at the Club must adhere to this policy****

4. Indicators of Abuse and Neglect

Abuse is defined in the Working Together 2018 Act as:

'A form of maltreatment of a Child. Somebody may abuse or neglect a Child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on Children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an Adult(s) or another Child or Children' (WT 2018 Glossary p106).

It is important to acknowledge that some 'Children' are more vulnerable to abuse. For example, 'Children' with disabilities and high performing/elite young athletes.

There are varying types of abuse which can range from physical abuse, emotional abuse, sexual abuse and neglect.

Physical Abuse: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a 'Child'.

Emotional Abuse: The persistent emotional maltreatment of a 'Child' such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to a 'Child' that they are worthless or unloved.

Sexual Abuse: Involves forcing or enticing a 'Child' 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. Sexual abuse can take place online and technology can be used to facilitate

offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other 'Children'.

Neglect: The persistent failure to meet the basic physical and/or psychological needs of a 'Child', likely to result in the serious impairment of the health or development of the 'Child'. Neglect may occur during pregnancy as a result of maternal substance misuse. It may also include neglect of, or unresponsiveness to the basic emotional needs of a 'Child' (WT 2018).

Child Sexual Exploitation: Commonly referred to as 'CSE' 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' under the age of 18 years 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. CSE does not always involve physical contact; it can also occur through the use of technology.

Contextualised Safeguarding: As well as threats to the welfare of 'Children' from within their families, 'Children' may be vulnerable to abuse or exploitation from outside of their families. These extra-familial threats may arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online. These threats can take a variety of different forms and 'Children' can be vulnerable to multiple threats, including exploitation by criminal gangs and organised crime groups such as county lines, trafficking, online abuse, sexual exploitation and the influences of extremism leading to radicalisation.

The Club is aware of these threats which may appear within the local community and has a network of local organisations which it can refer to in case of being made aware of extra-familial threats.

The 'Child' may also be a young carer and local authorities also have a statutory duty to identify and assess those 'Children'.

The Care Act 2014 provides additional categories of abuse which include:

Psychological Abuse: Includes emotional abuse which has a harmful effect upon the emotional health and wellbeing of an 'Adult'. It also includes threats of harm or abandonment; deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Modern Slavery: This includes trafficking that may involve 'Children' and 'Adults' being exploited through violence, control, coercion and forced work against their will. There are varying forms of exploitation which can include forced marriage, forced labour and domestic servitude.

Self-Neglect: This is the inability to maintain a socially and culturally accepted standard of self-care with the potential for dire consequences for the wellbeing and health of the individual.

Domestic Abuse: An incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence. It can also include financial or economic abuse, harassment and stalking and it can be online and digital.

Discriminatory Abuse: This includes discrimination based upon an individual's age, gender, culture, sexual orientation and disability.

Institutional Abuse: The mistreatment, abuse, or neglect of an 'Adult' by a regime or agency within the setting in which the individual resides or uses.

Peer-on-Peer Abuse: All staff should be aware that 'Children' can abuse other 'Children' (often referred to as peer-on-peer abuse). This is most likely to include, but may not be limited to: • bullying (including cyberbullying); • physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; • sexual violence, such as rape, assault by penetration and sexual assault; • sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse; • up skirting, typically involves taking a picture under a person's clothing without them knowing, this with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm • sexting (also known as youth produced sexual imagery); and • initiation/hazing type violence and rituals.

Grooming: This is defined as developing the trust of an individual and/or their family for the purposes of sexual abuse, sexual exploitation, or trafficking. Grooming can happen both online and in person. It is important to remember that someone can groom an organisation for the purpose of sexual abuse. This has been evidenced in recent high-profile cases and appropriate awareness of grooming behaviour patterns presents a significant opportunity to prevent abuse.

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' for the purposes of involvement in extremist activity is a serious safeguarding issue.

Female Genital Mutilation (FGM): Involves procedures that intentionally alter or injure female genital organs for non-medical reasons. The procedure has no health benefits for girls and women. The Female Genital Mutilation Act 2003 makes it illegal to practice FGM 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.

Honour Based Abuse/Violence: Honour based abuse (HBA) or violence (HBV) can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.

It is a violation of human rights and may be a form of domestic and/or sexual violence. Where it affects 'Children' this amounts to 'Child' abuse.

It can be distinguished from other forms of abuse and violence, as it is often committed with some degree of approval and/or collusion from family and/or community members. Women, men and younger members of the family can all be involved in the abuse. Victims of honour based abuse are more likely to be abused multiple times by multiple perpetrators.

Honour based abuse and violence manifests itself in a diverse range of ways with 'Children', it can lead to a deeply embedded form of coercive control, built on expectations about behaviour that are made clear at a young age. Often the control is established without obvious violence for instance through family members threatening to kill themselves because of the victim's behaviour.

Honour based abuse can also include forced marriage (approximately 1 in 5 cases), domestic and/or sexual violence, rape, physical assaults, harassment, kidnap, threats of violence (including murder), witnessing violence directed towards a sibling or indeed another family member, and female genital mutilation. Do not underestimate the potential risk of harm.

'One Chance Rule'

All staff working with suspected or actual victims of forced marriage and honour based violence need to be aware of the "one chance" rule. That is, they may only have one opportunity to speak to a victim or potential victim and possibly only have one chance to save a life. If the victim is allowed to leave without the appropriate support and advice being offered, that one chance might be wasted.

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.

Bullying: Repeated behaviour intended to intimidate or upset someone and/or make them feel uncomfortable or unsafe, for example, name calling, exclusion or isolation, spreading rumours, embarrassing someone in public or in front of their peers, threatening to cause harm, physically hurting someone, or damaging their possessions.

Cyberbullying: The use of technology to harass, threaten, embarrass, humiliate, spread rumours, or target another person. By definition it occurs among 'Children'. When an 'Adult' is the victim, it may meet the definition of cyber harassment or cyberstalking. Bullying because of discrimination occurs when motivated by a prejudice against certain people or groups of people. This may be because of an individual's ethnic origin, colour, nationality,

race, religion or belief, gender, gender reassignment, sexual orientation, or disability. Actions may include unfair or less favourable treatment, culturally insensitive comments, insults, and 'banter'.

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

Hazing: Any rituals, initiation activities, action, or situation, with or without consent, which recklessly, intentionally, or unintentionally endangers the physical or emotional well-being of vulnerable groups.

Infatuations: Vulnerable groups 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 could be made against staff. Staff should therefore ensure that their own behaviour is above reproach. A member of staff who becomes aware that a 'Child' or 'Adult' may be infatuated with him/her, or with a colleague, should discuss this at the earliest opportunity with the Club Designated Safeguarding Officer (DSO), or the Club Senior Safeguarding Manager (SSM) in their absence.

Fabricated or Induced Illness: This 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.

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

County Lines: This 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’ to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons. Child Criminal Exploitation (CCE) 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 under the age of 18 years”. 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.

ABUSE SPECIFIC TO ADULTS AT RISK

The Care Act 2014 defines additional types of abuse related specifically to safeguarding ‘Adults at Risk’ which are described below:

Financial or Material Abuse: Stealing from an ‘Adult’, using them for financial gain, putting pressure on them about wills, property, inheritance, or financial transactions, misusing or stealing their property, possessions or benefits. It may include depriving a person access to their money, property, or assets. Financial abuse is something more usually related to adults but where professional (and future professional) footballers are concerned, this is a significant area of risk.

Coercive Control: Coercive or controlling behaviour does not relate to a single incident, it is a purposeful pattern of incidents that occur over time in order for one individual to exert power, control, or coercion over another. For example, restricting access to money, restricting movements, isolating the victim from family and friends, intercepting messages, or phone calls.

Modern Slavery: Encompasses slavery, human trafficking, and 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.

Trafficking: The United Nations (UN) defines Trafficking in people as: the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, or abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purposes of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery, or practices similar to slavery, servitude or the removal of organs. The recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation shall be considered ‘trafficking in persons’ even if this does not involve any of the means as set out above.

Organisational: Neglect and poor care practice within an institution or specific care setting such as a hospital, care home or where care is provided within the own home of an 'Adult'. 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, or practices within an organisation.

Neglect/Acts of Omission: Ignoring medical, emotional, or physical care needs, failure to provide access to appropriate health, care and support or educational services or the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self-Neglect: Neglecting to care for one's personal hygiene, health, or surroundings and includes behaviour such as hoarding.

Discriminatory Abuse: Unequal treatment based on the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation. This can be in the form of verbal abuse, derogatory remarks or inappropriate use of language, denying access to communication aids, not allowing access to an interpreter, signer or lip-reader, harassment or deliberate exclusion, denying basic rights to healthcare, education, employment and criminal justice and substandard service provision.

The above list is not exhaustive in terms of risk posed to 'Children' and 'Adults'. Additional risks include, drug taking, alcohol abuse, missing from education, care and sexting (also known as youth produced visual imagery).

It is important that all staff and volunteers must be aware of the indicators of abuse and neglect for 'Children' and 'Adults' to be able to identify those who may need help and protection. Staff and volunteers must seek the advice and support immediately from the Club Designated Safeguarding Officer (DSO) if they have any concerns or uncertainties in this regard.

It is also important to acknowledge that safeguarding concerns do not always arise from a disclosure from the 'Child' or 'Adult'. Concerns can emerge from worrying behaviours or changes in patterns of behaviour displayed by the 'Child' or 'Adult', or they can come directly from another individual (Child or Adult).

5. The Club Designated Safeguarding Officer (hereafter referred to as DSO).

The DSO is responsible to the Senior Safeguarding Manager (hereafter referred to as the SSM) who is a board level representative and who at this time is Colin Garlick.

The SSM is the Lead Disclosure Officer for the Club and they have a close working relationship with the DSO.

The DSO role is to safeguard and promote the welfare of 'Children' and 'Adults' and to ensure all staff, volunteers, parents and parents/children understand their role in the safeguarding of such individuals.

The DSO will have the primary responsibility for managing and reporting safeguarding concerns and for putting into place policies and procedures and continually monitoring these to safeguard 'Children' and 'Adults' across the Club.

The DSO is responsible for:

- Being the first point of contact for all staff and volunteers for advice and support if they are concerned about a 'Child' or 'Adult'.
- The DSO must have a higher level of safeguarding training and knowledge than the rest of the staff and attend regular updates organised by the Football League.
- They have an oversight of all Disclosure and Barring Service (hereafter referred to as DBS) checks for relevant staff in the Club, this through collaboration with Human Resources Staff.
- They are responsible for ensuring the safeguarding policy is kept up-to-date and reviewed on an annual basis and revised when changes are implemented.
- The DSO will always provide advice and support to all staff and volunteers where concerns have arisen and will support the decision making about whether staff concerns are enough to notify statutory bodies (Local Authority/Police/Health Services etc) or whether other courses of action are more appropriate.
- The DSO will always ensure all concerns are logged and stored securely.
- They are responsible for promoting a safe environment for 'Children' and 'Adults' throughout the stadium during the week and on matchdays.
- They know the contact numbers of the various groups/organisations which are involved in keeping 'Children' and 'Adults' safe as they may have to contact an outside agency who works in partnership e.g., allegations against staff which could be overseen by the Local Authority Designated Officer (LADO).
- Ensure the safeguarding policy is available publicly, on the club's website or by other means.
- Co-ordinate concerns about 'Children' and 'Adults'.
- Ensure safeguards and support are in place for everyone.
- Where a referral is made to a statutory body the DSO will always ensure that the SSM is notified immediately.

6. Responding to and Reporting Concerns

Where safeguarding is concerned, staff and volunteers are advised to maintain an attitude that it could happen here and they must not, therefore, become complacent that a safeguarding concern may never occur at the Club.

Section 11 of the Children's Act 2004 (referenced on P.59 of Working Together 2018) states, *"employers are responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children; creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role"*.

It is not the responsibility of staff and volunteers at the Club to decide if abuse has occurred, however, it is our responsibility to act on any concerns by reporting these to the DSO immediately who will determine the course of action to be taken.

Remember if something doesn't look or feel right then it generally isn't – Report It!

All concerns must be recorded without delay and no later than 24 hours of the issue being identified by the staff member, volunteer or other person. This must be recorded upon the 'MyConcern' online incident reporting system. Alternatively, please complete an 'Incident Reporting Form' (Child/Young Person or Adult at Risk Forms – See [Appendices G & H](#)), if you do not have access to this system, and forward the completed Form to the DSO who will record this onto 'MyConcern' on your behalf.

Once recorded this will issue an alert to the DSO and other departmental safeguard leads, currently, Jon Bloore (Deputy Safety Officer) and Luke Cassidy (Disability Liaison Officer). If in exceptional circumstances, the DSO is not available, then this should not delay appropriate action being taken to safeguard the welfare of the 'Child' or 'Adult'. The staff member or volunteer must contact their Line Manager who in turn must contact the SSM.

Any action taken must be shared with the DSO as soon as is practically possible.

All issues, concerns, discussions that have taken place and the decisions that have been made must be recorded on 'MyConcern'. This would also include a safeguarding 'near miss'. It is essential that the 'Child' or 'Adult' receives the right help at the right time. It is poor practice not to have robust recording systems in place when concerns/issues have been raised.

Poor practice can potentially lead to:

- The Club failing to act upon and refer the early signs of abuse and neglect to statutory bodies.
- Not sharing information.
- Sharing information too slowly.

Other examples of poor practice can include:

- Failing to listen to the views of the 'Child' or 'Adult'.
- Failing to re-assess concerns when situations do not improve.
- Failing to challenge those who do not appear to be acting accordingly.
- Taking an incident focused approach to concerns/issues that have arisen rather than looking back at the whole series of events.

Where concerns of poor practice are identified they will be addressed immediately with the individual staff member or volunteers and may lead to disciplinary proceedings being initiated by the SSM/Head of Academy.

It is the responsibility of the DSO to ensure that when safeguarding concerns are raised, sensitive issues are managed effectively, confidentiality is maintained, any potential statutory investigation is not compromised, and the voice of the 'Child' or 'Adult' is heard.

Where a 'Child' is suffering, or is likely to suffer harm, it is important that a referral to the Local Authority/Children's Social Care, formally known as 'Social Services' (and if appropriate the Police) is made immediately.

If the 'Child' resides within Stoke on Trent, the referral is made via the Children's Advice and Duty Service (CHaD) on 01782 235100 (Monday to Friday 08:30 to 18:00 Hours), if out of ours via the Emergency Duty Team (EDT) on 01782 234234, or via email at CHaD.referrals@stoke.gov.uk.

If the 'Child' resides within another geographical area of Staffordshire, the referral is made via the Staffordshire Children's Advice and Support Service (SCAS) on 0300 111 8007 (Mon-Thurs 08:30–17:00 & Fri 08:30-16:30 Hours), if out of hours via the Emergency Duty Service on 0345 604 2886 or via email at eds.team.manager@staffordshire.gov.uk.

If the concern is in relation to a person in a 'Position of Trust', as the potential perpetrator, the same procedure applies but a request for the information to be passed to the Local Authority Designated Officer (LADO) should be made and recorded.

This referral is a conversation-based assessment with a trained social worker who will decide on the appropriate response. Details of the email and contact numbers are detailed fully within [Appendix B](#) below, this along with a number of external contacts and resources.

Where a 'Child' or 'Adult' is at immediate risk of harm then the Police must be contacted by calling 999. The Local Authority/Children's Social Care, with the help of other organisations as appropriate, have a statutory duty in law to make enquiries under Section 47 of the Children Act 1989, if they have reasonable cause to suspect that a 'Child' is suffering, or is likely to suffer significant harm.

The purpose of a Section 47 enquiry is to decide whether and what type of action is required to safeguard and promote the welfare of a 'Child' who is suspected of, or likely to be, suffering significant harm. The enquiry is carried out by undertaking or continuing with an assessment in accordance with the requirements set out in WT 2018. Local Authority social workers have a statutory duty to lead assessments under section 47 of the Children Act 1989 (*"Section 47 - A local authority must investigate if they are informed that a child in their area is subject of an Emergency Protection Order, is in police protection or is suffering or likely to be suffering significant harm. They must then take any steps, as reasonably practicable, to ensure that the child is safeguarded"*). The police, health practitioners, teachers and school staff and other relevant practitioners should help the local authority in undertaking its enquiries (Section 47 is further described on Page 45, within the WT 2018 document).

Where a referral is made to Children's Social Care, the DSO must inform the SSM without delay. All other issues that are raised with the DSO will be routinely shared with the SSM during the monthly Safeguarding Network Operations Meeting.

For 'Adults' the Local Authority has a duty to assess the situation and ensure the safety and wellbeing of the person.

Where the Club has concerns about the welfare of an 'Adult' the DSO will make a Safeguarding Adult Referral to the Local Authority without delay. The referral will consider a holistic assessment of the current circumstances of the 'Adult' including their emotional, physical, social, and psychological presentation. Again, the SSM will be updated once the referral is made.

Any issues that may affect an 'Adult' should be referred to the Staffordshire and Stoke on Trent Adult Partnership Board (SSASPB). If the 'Adult' resides within Stoke on Trent contact should be made via 0800 561 0015 (anytime), or if within another geographical area of Staffordshire via 0345 604 2719.

Stoke on Trent Prevent Programme

The Prevent programme is the response of the city to the Government's national counter-terrorism strategy which aims to stop people being drawn into or supporting terrorism. The Prevent programme, which staff at the Club are aware of, is designed to:

- Divert vulnerable individuals away from the radicalisation process and ensure that they are given appropriate advice and support through local safeguarding structures.
- Deter extremist groups from creating division and disharmony and spreading hate.
- Keep the majority safe from the few who seek to harm others.
- Ensure that clubs understand how to recognise extremism.

Channel Panel - Stoke-on-Trent

Stoke-on-Trent's Channel Panel meets monthly and is attended by safeguarding professionals who discuss how best they can reduce the risk of an individual being drawn into terrorism based on the circumstances of each person. Support options can encompass an array of different interventions, addressing educational, vocational, mental health, and other vulnerabilities. Channel works in a comparable way to existing safeguarding partnerships aimed at protecting vulnerable people and is designed to work with individuals of any age who are at risk of being exploited by extremists.

All club employees know that if they are concerned that someone is at risk of becoming involved in extremism that they should discuss this with the DSO.

The DSO will notify the SSM and then liaise directly with the Channel co-ordinator at Staffordshire Police Prevent Team where a referral will be made, if required.

7. Information Sharing and Safeguarding Concerns

The NSPCC's Child Protection in Sport Unit provide the following advice for sharing information:

"Why is information sharing guidance important?" Because child protection and safeguarding involve sensitive information that directly affects the welfare of 'Children'. To keep these 'Children' safe, information needs to be shared appropriately so that decisions

can be made to protect them. However, clear boundaries around information sharing are important to maintain confidentiality where appropriate and to ensure that only those who need the information are made aware of it.

What information to share

Whenever a sports organisation receives information that raises concerns about a 'Child' or 'Children', decisions need to be made about information sharing. This could include:

- concerns about a 'Child' received within or outside the sport.
- concerns about a person in a position of trust, such as a coach – this could include information on a Disclosure and Barring Service check.
- concerns about a member of a sports club.
- concerns about a sports environment, such as an event location or hosting arrangements.

Key principles for deciding what to share

The Government guidance, **Information sharing advice for safeguarding practitioners**, describes the '7 Golden Rules' of information sharing:

1. Remember that the Data Protection Act 2018 and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Who to share information with

Part of the decision-making process will include consideration about who to share information with. This could include:

Statutory Organisations: The Police and/or Children's Services must be informed about safeguarding concerns; the Local Authority Designated Officers (LADO) should be consulted where there are concerns about someone in a position of trust.

Disclosure & Barring Service (DBS): Must be informed of any concerns about someone in regulated activity who is suspended or expelled from the organisation.

Other Clubs and other Sports Organisations: Informing other organisations needs to be considered according to the principles below in order that they can safeguard 'Children' in their care who may be at risk of harm.

Individuals within the Organisation: This will be decided on the basis of who needs to know what information in order to keep 'Children' safe according to the '7 Golden Rule' principles.

Sensitive and confidential information/data is stored in a lockable cupboard in the academy office/chief executive's office and all information held electronically is password protected.

All staff and volunteers must fully comply with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

The SSM must be informed of all safeguarding concerns identified by the DSO or other staff within 24 hours of the referral being made.

8. Safer Recruitment

Port Vale Football Club is committed to ensuring that anyone appointed by the club, either as a paid employee or volunteer, is suitable to work with 'Children' and 'Adults'.

The whole recruitment process will be under the direction of the Human Resources Department (hereafter referred to as HR) who will ensure that all applicants for either paid or volunteer roles must complete an application form. Any gaps in the applicant's employment/background history must be addressed during the interview.

The applicant must provide two references which must include their last paid employer. One referee should also be from someone who can comment on the applicant's ability to work with 'Children' and 'Adults'.

References will be sought for applicants who have been offered a post and contact will be made with the referees. Any final offer will be made subject to these suitable references being obtained.

Any information obtained from all sources will be shared with those responsible for deciding on the suitability of the applicant for the role. In the event that concerns are raised following any information obtained from the referees, then the applicant must not be

appointed until a satisfactory resolution has been achieved and the applicant is deemed not to pose a safeguarding risk.

A DBS referral should be made when someone who is engaged in regulated activity has permission withdrawn from engaging in that activity, including where a person has resigned in circumstances where they would otherwise have been dismissed. (Advice about DBS referrals should be discussed with the DSO and HR).

It is the responsibility of the applicant to disclose details in respect of relevant convictions and give their consent to criminal record checks being requested in respect of them. Failure to disclose such information either before being appointed to the role or afterwards may result in the individual being dismissed from the club.

Further details of what posts require a DBS check can be found in the latest EFL Guidance, the list of which is contained within [Appendix C below](#), however, all posts requiring direct access to children, young people and adults at risk must require a DBS check before any work with them is undertaken.

All posts will be subject to a six-month probationary period and after six months the performance of the individual will be reviewed against the requirements of the job description which will be discussed at interview.

Reviews of Academy players take place approximately every 12 weeks, this in the presence of their parent(s). During the review they are asked to comment upon procedures and are invited to make suggestions relevant to improvements in how the Academy operates. Parents of players also have the support of the Player Care Lead throughout the season, and beyond, to provide structured feedback to the Academy.

Parents are also requested to attend 'the introduction to the new season' meeting held at the Club when safeguarding policies and good practice are discussed. At the discretion of the Academy Manager there may be occasions when scholars ('Children') are involved in the selection process of choosing new members of staff.

All new staff and volunteers appointed will receive an induction. During this period, all new recruits must meet with the DSO who will discuss the requirements of the safeguarding policy.

Each term, all Academy staff are required to attend training and updates when safeguarding is included on the agendas. Safeguarding always appears on the agenda of the operations meetings of the Club.

The Academy head of coaching meets all new recruits on a regular basis to check on progress and includes safeguarding items and updates on this training agenda. The head of coaching will use a 1:1 meeting as a process of helping new staff to settle in and review progress, there is the facility to record this meeting as a welfare meeting on 'MyConcern' if deemed necessary.

Code of Conduct

The Club has a code of conduct that is applicable to all staff and volunteers, including a code of conduct specifically for medical staff that must be adhered to. The Club also has a Matchday Safeguarding code of conduct that all persons are expected to follow.

Details of these can be found on the attached [Appendix D \(1-3\) below](#).

9. Whistleblowing

Whistleblowing occurs when a person raises a concern about dangerous or illegal activity, or any wrongdoing in their organisation. As a whistle-blower you are protected in law because you should not be treated unfairly or lose your job because you raise concerns. You can raise your concern at any time about an incident that happened in the past, is happening now, or you believe will happen in the near future. Whistleblowing law derives from the Employment Rights Act 1996 (as amended by the Public Interest Disclosure Act 1998). It provides the right for a worker to take a case to an employment tribunal if they have been victimised at work or they have lost their job because they had 'blown the whistle'.

Please note that Port Vale Football Club have a separate Safeguarding Whistleblowing Policy

Port Vale Football Club wants to ensure there is a healthy and supportive culture across the organisation whereby people have the confidence to come forward to speak out or act if they are unhappy with anything. At the first instance it may be appropriate to speak to their line manager but if this opportunity is not available the Chief Executive or Co-Chair would be the most appropriate.

In the first instance you may wish to report any concerns directly with your line manager or with the DSO at the club, however, you may wish to contact the FA for advice by contacting the FA Safeguarding Team on 0800 169 1863. Alternatively, you can contact the NSPCC Whistleblowing Advice Line on 0800 028 0285 or via email: help@nspcc.org.uk or contact the Police or Children's Social Care.

The FA will treat your disclosure in confidence and will only reveal your identity if absolutely necessary. For example, in connection with legal action unions and professional associations can also support and assist their members.

If in the event you make a disclosure to the club, the FA, or partner agencies such as the Police and Children's Social Care and they are found to be malicious or made for personal gain then disciplinary action will be taken against you.

Anyone found to be harassing or victimising an individual who makes a protected disclosure will be subject to disciplinary action.

10. Complaints & Compliments

The Club welcomes all complaints and compliments and uses this feedback as a tool for both learning and reflection. The Club has a Disability Liaison Officer (DLO) who addresses any accessibility concerns raised with the Chief Executive Officer who in turn will respond to additional complaints.

The Academy has similar opportunities for parents/scholars to raise concerns and has a process for dealing with them through the use of the Player Care Lead.

Further opportunities to engage with the community are discussed and fan's forums are held on a regular basis. The Club will respond to any concerns and ideas as soon as practicable to do so and aims to do this within 7 days.

11. How to respond to an incident or allegation – Refer to [Appendix E](#)

12. Port Vale Football Club Safeguarding Network – Refer to [Appendix F](#)

Other Policies linked directly or indirectly to Safeguarding at Port Vale FC include:

- Safeguarding Adults Policy
- Child Friendly Safeguarding Children Policy
- Guidance to bring a Child to a Match Policy
- Mental Wellbeing Policy
- Health and Safety Policy
- Photography and Videography Policy
- Anti-Bullying Policy
- Whistleblowing Policy
- Anti-Racism Policy
- Equality, Diversity and Inclusion Policy
- Youth Players playing in the First Team Policy
- Furry Mascot Policy
- Ball Crew Policy
- Accident Reporting Policy
- Transport Policy/Plan
- Allegations of Abuse against Staff Policy
- Late Collection of Children Policy
- Safe use of IT Policy
- Mentoring Policy
- Accessibility Policy

APPENDIX A – INTERNAL CONTACT DETAILS

List of Internal Contacts

Senior Safeguarding Manager (SSM)

Colin Garlick

(E): colin.garlick@port-vale.co.uk (M): 07740 205373

Designated Safeguarding Officer (DSO)

Rich Talbot

(E): rich.talbot@port-vale.co.uk (M): 07703 753688

Player Care Lead (Academy)

Stacey Ward

(E): stacey.ward@port-vale.co.uk (M): 07713 072760

Disability Liaison Officer (DLO)

Luke Cassidy

(E): luke.cassidy@port-vale.co.uk (M): 07722 925759

Port Vale Football Club Abuse Hotline (Match Day Only)

Reporting of Homophobic / Racial abuse

(T): 07801 216675

Safeguarding Team

Concerns / General Enquiries

(E): safeguarding@port-vale.co.uk

APPENDIX B – EXTERNAL CONTACTS & RESOURCES DETAILS

List of External Contacts and Resources

Stoke on Trent Safeguarding Children Partnership

Children's Advice and Duty Service (CHaD)

If you think a child or young person is at risk of significant harm.

(T): 01782 235100 (Mon-Fri 08:30-18:00 Hours) / (E): CHaD.referrals@Stoke.gov.uk

Out of Hours

Emergency Duty Team (EDT)

(T): 01782 234234

(W): www.safeguardingchildren.stoke.gov.uk

Local Authority Designated Officer (LADO) (Stoke on Trent)

John Hanlon (T): 0800 561 0015

Staffordshire Childrens Advice and Support Service (SCAS)

This service does not cover Stoke on Trent (Refer to CHaD above)

(T): 0300 111 8007 (Mon-Thurs 08:30–17:00 & Fri 08:30-16:30 Hours)

Out of Hours

Emergency Duty Service

(T): 0345 604 2886 / (E): eds.team.manager@staffordshire.gov.uk

Local Authority Designated Officer (LADO) (Staffordshire)

Linda Hancock (T): 0300 111 8007

Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership Board (SSASPB)

If the Adult at Risk resides within Stoke on Trent:

(T): 0800 561 0015 **at any time** / (Minicom): 01782 236037

If the Adult at Risk resides elsewhere within Staffordshire

(T): 0345 604 2719 (Mon-Thurs 08:30-17:00 & Fri 08:30-16:30 Hours) excluding Bank Holidays

(W): www.ssaspb.org.uk

Out of Hours

(T): 0345 604 2886

APPENDIX B – EXTERNAL CONTACTS & RESOURCES DETAILS (CONTINUED)

Staffordshire Police Prevent Team

(T): 01785 232054 / (E): prevent@staffordshire.pnn.police.uk

Appendix B – External Contacts & Resources Details (Continued)

Staffordshire Police

(T): 999 Emergency / (T): 101 Non-Emergency / (W): www.staffordshire.police.uk (Live Chat)

NSPCC Helpline

(T): 0808 800 5000 / (Text): 88858 / (E): help@nspcc.org.uk

Text phone for Deaf Users: 0800 056 0566

Child Protection in Sport Unit (CPSU)

(E): cpsu@nspcc.org.uk

Care Quality Commission

Regulator of Health and Social Care in England

(T): 0300 061 6161

Football Association (FA) Safeguarding Team

(T): 0800 169 1863 / (E): safeguarding@TheFA.com

English Football League (EFL)

(T): 01772 325490 / (E): safeguarding@efl.com

Staffordshire Football Association (Staffs FA)

Jan Scott (Safeguarding & Education Officer)

(T): 01785 256994 (Ext: 205) / (M): 07969 294023

(E): Support@StaffordshireFA.com

National Domestic Abuse Helpline

(T): 0808 2000247

Stonewall (LGBTQ+ Support Network)

(W): www.stonewall.org.uk

Hub of Hope

Mobile Telephone App (IOS & Android) – Links to numerous support services

APPENDIX B – EXTERNAL CONTACTS & RESOURCES DETAILS (CONTINUED)

Mind (Mental Health Support)

(T): 0300 123 3393 / (W): www.mind.org.uk

APPENDIX C - EFL DBS ELIGIBILITY GUIDANCE

Regulated Activity

Roles in football required to have enhanced disclosures with the appropriate barred list checks:

- Safeguarding Manager
- Designated Safeguarding Officer
- Childcare Provider
- Academy Manager/Director/ Head of Youth Development
- Football Team Manager U18's
- U18 Football Coach
- Coach working with Children and Adults at Risk
- Sport scientists (Fitness Trainer, Nutritionist, Psychologist, Physiologist)
- Driver of a vehicle transporting children on behalf of Club/CCO
- Head of Education
- Tutors and Assessors (FAL, BTEC Tutors)
- Functional Skills (NVQ Assessors)
- Academy Steward
- Employee accompanying U18 trips/tours/tournaments
- Chaplain
- Host Family
- Club Doctor
- Physiotherapist
- Sport Psychologist
- All other HCPC listed Health Care Professionals
- Community Coach (any sport CCO)
- Youth Worker (CCO)
- NCS Activity Worker (CCO)

Enhanced Disclosures

Roles in football required to have enhanced disclosures checks:

- Head of Recruitment/Player Liaison Officer
- Chief Scout
- Academy Performance/Video Analyst
- Matchday Co-ordinators
- Driver of Vehicle for Transporting Adults at Risk
- Charity Trustee
- Matchday Regular Family Area Stewards
- Club Organized Matchday Away Travel Stewards
- Matchday Disabled Area/Support Area Stewards
- Academy Directors/Board of Governors
- Kit Person/Manager

- Furry Mascot/Character Mascot

Standard Disclosures

Roles in football eligible for standard disclosures checks:

- General Steward
- Steward Supervisors and Managers
- Matchday Search and Intervention Stewards

Basic Disclosures

Roles in football eligible for basic disclosures checks:

- Chairperson
- Club Secretary
- Finance Officer/CCO Finance Officer
- Lead Disclosure Officers/Verifiers/Counter Signatories
- Scout/Recruitment officer (Child Workforce)
- Academy/Community/Foundation Administrator
- Ticket Office Employee
- Club Shop Employee/Commercial Team
- Photographer
- Cleaning Employee
- Maintenance Employee
- Video Analyst
- Club / CCO Safeguarding Senior Manager (SSM)
- CCO NCS Salesforce User

APPENDIX D (1) – CODE OF CONDUCT – STAFF & VOLUNTEERS

Safeguarding Code of Conduct (COPY) (Held by Human Resources Department)

Safeguarding and promoting the welfare of participants in our activities across all sites is a priority for Port Vale Football Club (PVFC). Everyone has an important role to play in safeguarding the welfare and development of children and young people. As an individual responsible for children or young people taking part in a PVFC activity you have a duty to:

- Ensure that the safety and welfare of all participants is your first priority and ensure that any planning, preparation, delivery or review reflects this duty and all actions are in the best interests of those in your care
- Treat children and young people with respect, regardless of their gender, ethnic or social background, language, religious or other beliefs, disability, sexual identity or orientation or other status and encourage them to treat others the same way
- Always consider the age, maturity, understanding and emotional condition of participants when working with them
- Listen carefully to children and young people about their needs, wishes, ideas and concerns and take them seriously
- It is mandatory to share information regarding any safeguarding concerns over children.
- It is mandatory to share all concerns regarding poor practice and abuse to children to the Designated Safeguarding Officer
- Reward effort as well as performance
- Only use physical contact with participants where absolutely necessary. If contact is necessary, (e.g., for the purposes of coaching or first aid), then explain to the child what the contact is for, and change your approach if he or she appears uncomfortable and conduct this in an open and transparent way
- Establish clear codes of conduct for participants and apply disciplinary sanctions equally and fairly in respect of concerns about behaviour. Physical punishment or discipline or use of aggressive physical force of any kind towards any participant in your care is prohibited
- Always use language or behaviour towards participants and others that is appropriate and do not use language or behaviour that is or could be considered harassment, abuse, sexually provocative or demeaning
- Behave as a role model to both participants and other members of the workforce. Your appearance, attitude, behaviour and language have a direct impact on your role
- Not supervise or care for others whilst under the influence of alcohol or illegal drugs or any medication that may impair your ability to ensure a player's welfare
- Not appear to favour one child or show interest in one child more than another
- Avoid working in isolation. Wherever possible, ensure that more than one member of the workforce is present when working in the proximity of children or other vulnerable people. It is inappropriate to spend excessive time alone with those children you supervise or care for

APPENDIX D (1) – CODE OF CONDUCT – STAFF & VOLUNTEERS (CONTINUED)

- Always maintain professional boundaries in person and online
- Never engage in physical ‘horseplay’ with any participants and where possible avoid personal involvement in the activity you are responsible for
- Be careful when engaging participants in ‘banter’ as this can easily be misunderstood or have a negative impact whether intentional or not
- Recognise the danger to self and others when online – do not engage in online communication or ‘friendships’ through social media with players or participants (e.g., Facebook, Instagram, Messenger, WhatsApp and other online platforms)
- Report any potential safeguarding or welfare concerns without delay to the Designated Safeguarding Officer
- Ensure that you are familiar with the club’s policies and procedures and comply with them
- Ensure that they know how to contact the club’s Designated Safeguarding Officer
- Promote and enhance the club image and demonstrate club loyalty
- Complete all record keeping and paperwork in a timely and conscientious manner
- Attend club meetings, supervision and training when required
- Never, as part of their role in football, transport players (except in accordance with the Club’s Transport policy) or invite or take any player to their home or other accommodation

Social media is used by many people to communicate with their peers and the public. Players may wish to form personal relationships with employees. In the interests of ensuring professional boundaries are maintained employees must not become friends with, add to their social media network or otherwise communicate with any potential players, current players, or former players under the age of 18 or parents unless a clear reason exists, for example, they are a relative or family friend. Entering into such a relationship may lead to abuse of power therefore breach the standards of professional behaviour and conduct expected by PVFC.

Staff must not use social media in either work or personal time to:

Make statements that could be deemed to be defamatory, offensive, obscene, abusive, proprietary, or libellous

Make statements that would contravene this, or any other PVFC policy.

Discuss players or co-workers or publicly criticise PVFC policies or personnel

List their PVFC e-mail address as a contact address for personal social network accounts, other than those aimed specifically at the professional market and used for networking and career development, such as LinkedIn

Misrepresent PVFC interests, whether these interests are in the public domain or not.

Act, without permission, as a spokesperson for the PVFC

APPENDIX D (1) – CODE OF CONDUCT – STAFF & VOLUNTEERS (CONTINUED)

Carry out any action which adversely affects the PVFC reputation or undermines its core business or related interests

Publish information that would be in breach of the Data Protection or Information Security policies

Staff and players should not create pages, sections, news groups or equivalent on social networking services that claim to be linked to or represent the PVFC without authorisation from the DSO

Misappropriate or infringe the intellectual property of other organisations and individuals

Not engage in any form of sexual activity with or involving a child or vulnerable person in your care. Such activity is prohibited regardless of the legal age of consent, and is considered a breach of the Club's safeguarding policies and would be a disciplinary offence that would be referred to the Local Authority Designated Officer/Team where any individual is in a Position of Trust

DECLARATION

I have read and understood the above code and the club's expectations of my conduct. As an employee or volunteer for Port Vale Football Club I duly agree to comply with it.

Signed: _____

Name: _____

Role: _____

Dated: _____

APPENDIX D (2) – CODE OF CONDUCT – MEDICAL STAFF

Safeguarding Code of Conduct (COPY) (Held by Human Resources Department)

- Arrive at least 30mins before a training session / injury clinic
- Arrive at least 15mins before the players' report time on a match day
- Wear PVFC attire and boots for all training / game activity, ensuring boots are clean
- Look after footballs by counting out how many there are at the beginning and end of every session & ensure they are sufficiently pumped up
- Look after & maintain equipment bag including liaising with phase lead when bibs need washing
- Deliver coaching curriculum by following the syllabus & session structure
- Complete PMA training sessions accurately by no later than Tuesday of the following week
- Complete PMA match data & individual player feedback within 48hrs of a match
- Engage and interact with players who share highlights on Veo
- Communicate any unavailability with as much notice as possible to phase lead & head of coaching
- Adhere to safeguarding code of conduct at all times
- Report any concerns or issues raised by parents to phase lead, or head of coaching / head of academy if necessary

DECLARATION

I have read and understood the above code and the club's expectations of my conduct. As an employee or volunteer for Port Vale Football Club I duly agree to comply with it.

Signed: _____

Name: _____

Role: _____

Date: _____

APPENDIX D (3) – CODE OF CONDUCT – MATCH DAY SAFEGUARDING

Port Vale Football Club

Match Day Safeguarding Code of Conduct

- Anyone under the age of 12 years (11 years and below) must be accompanied by a parent or other responsible adult, an adult is anyone aged 18 years or older.
- The role of the Parent/Responsible Adult is to safeguard the interests, rights and welfare of the child whilst present on the Stadium footprint. The child should always be kept close by and in view. Should the child need to leave your presence, always be aware of their location during your visit.
- Please familiarise yourself with the “Lost Child Meeting Point” clearly signed within each section of the Stadium and have a plan to meet there if you get separated. Ensure your child/young person is aware of this location.
- Should you get separated from your child/young person please contact a Safety Steward immediately and listen to announcements over the stadium speakers.
- On a match day the Designated Safeguarding Officer, along with a number of Safeguarding Stewards, will be available to help. They are identifiable by their pink coloured high visibility vests.
- Other Safety Stewards are situated around the stadium in high visibility clothing for your safety and confidence.
- Our Safety Stewards are trained in how to deal with lost children, please ensure your child/young person knows not to go off with a spectator they do not know.
- In an emergency, please ensure your child/young person is aware what to do including how to evacuate the stadium and where to meet up with you.
- Should you see anything that causes you a concern or does not look right please report this to a Safety Steward.
- Ensure that your child/young person knows who to contact should they become lost or worried.

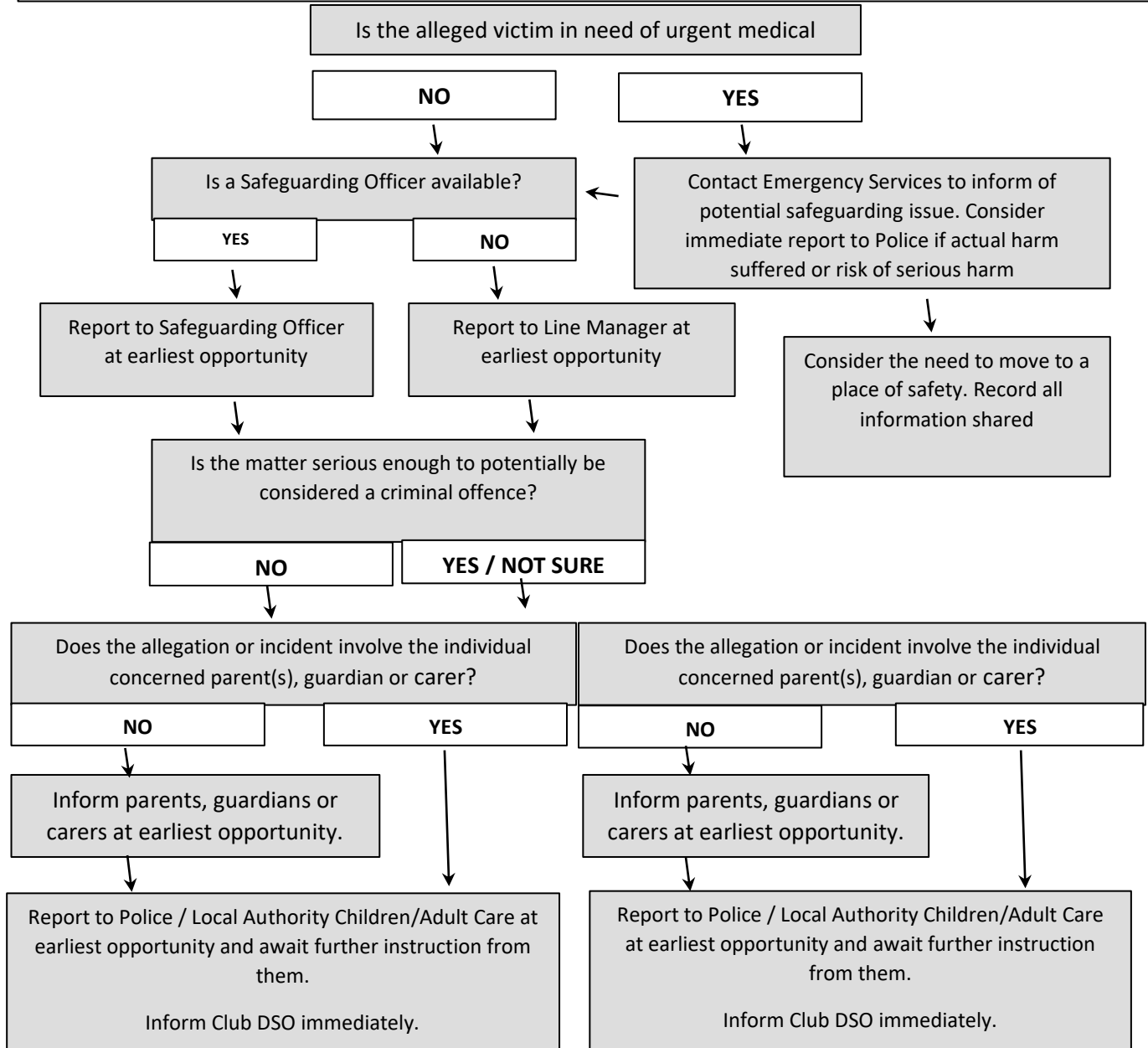
Remember if something doesn't look or feel right, it probably isn't.....Report it!

APPENDIX E – HOW TO RESPOND TO AN INCIDENT OR ALLEGATION

What to do in response to a concern, incident or allegation.

When a Child, Young Person or Adult at Risk has disclosed concerning information to you OR you have witnessed or had reported to you an incident or complaint involving a Child, Young Person or Adult at Risk which may be considered abuse or poor practice.

**It is essential when considering an incident or concerns involving an Adult at Risk to obtain the consent of that adult before referring the matter to a statutory agency, unless there is an immediate risk of harm.*

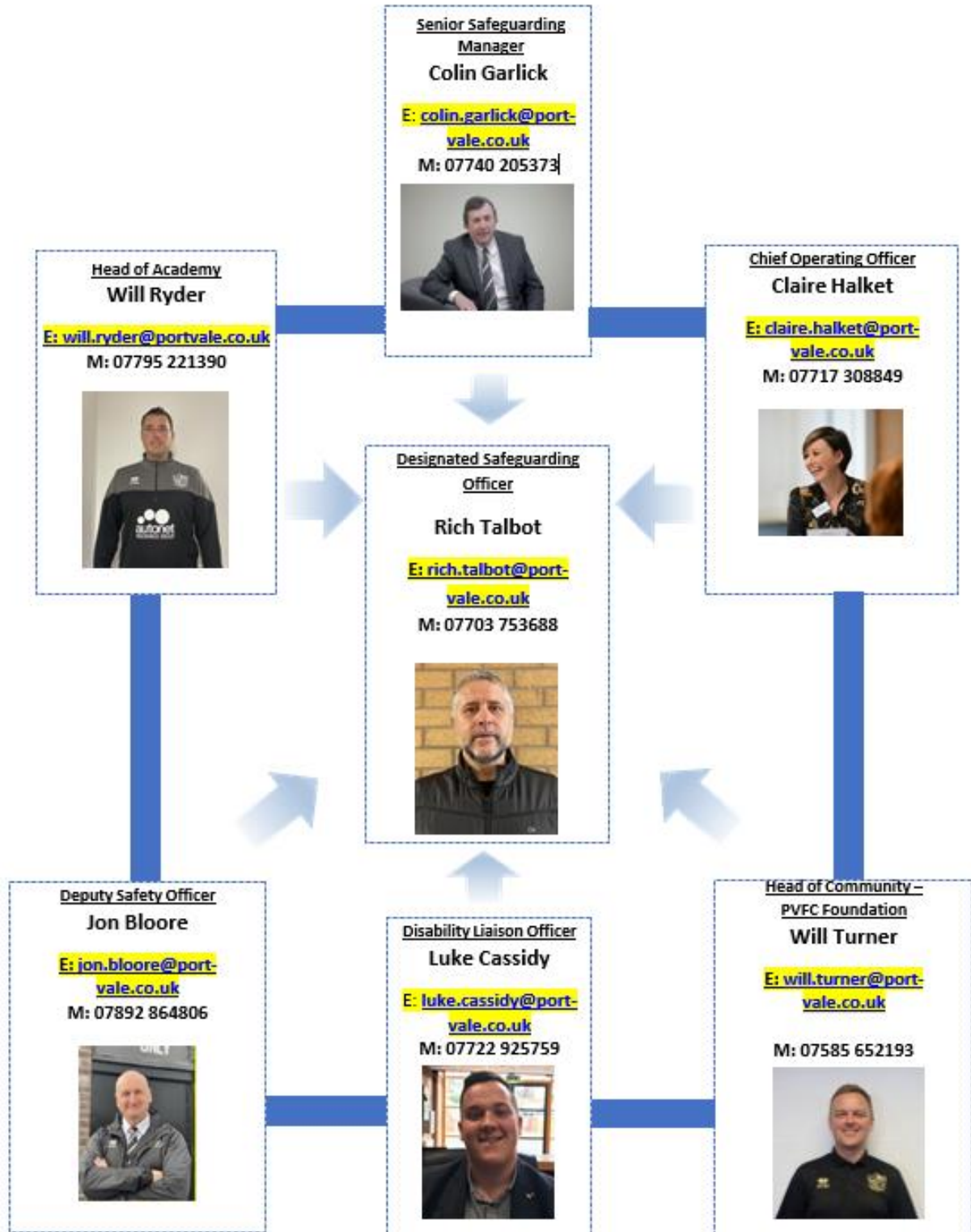


STAY CALM – REASSURE – TAKE SERIOUSLY – NO PROMISES – FEW QUESTIONS – FOLLOW GUIDE – MAKE RECORD

Whatever the circumstances the person receiving and then reporting the complaint or incident must record same using the Incident Report Form or directly via the online reporting system MyConcern. This will be submitted to the Club Designated Safeguarding Officer who will inform the Port Vale Senior Safeguarding Manager at the earliest opportunity.

APPENDIX F – PORT VALE FOOTBALL CLUB SAFEGUARDING NETWORK

Port Vale Safeguarding Network



APPENDIX G – SAFEGUARDING INCIDENT REPORTING FORM – CHILDREN/YOUNG PERSON

Incident reporting form

Your information			
Name			
Address			
Contact Number(s)			
Email			
Name of Organisation		Your Role	

Personal information – Child / Young Person					
Name				Date of Birth	
Gender ¹	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>	
Is there any information about the child that would be useful to consider?					

Contact information – Parent / Carer		
Name(s)		
Address		
Contact Number(s)		
Email		
Have they been notified of this incident?	No <input type="checkbox"/>	Please explain why this decision has been taken
	Yes <input type="checkbox"/>	Please give details of what was said / actions agreed

Incident details*			
Date and time of incident			
Please tick one:	<input type="checkbox"/> I am reporting my own concerns.	<input type="checkbox"/> I am responding to concerns raised by someone else – please fill in their details:	
Name of person raising concern		Relationship to the child	
Contact Number(s)			

¹

Email	
<p>Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay)</p>	

* Attach a separate sheet if more space is required (e.g., multiple witnesses)

Incident details (continued)			
Child's account of the incident			
Please provide any witness accounts of the incident			
Name of witness (and date of birth if a child)		Relationship to the child	
Address			
Contact Number(s)			
Email			
Details of any person involved in this incident or alleged to have caused the incident / injury			
Name (and date of birth if a child)		Relationship to the child	
Address			
Contact Number(s)			
Email			
Further Details – If answered Yes to incident been reported to external agencies below:			

Please provide details of action taken to date

Has the incident been reported to any external agencies?

☐

No

☐

Yes – please provide further details in Box 1

Name of Organisation / Agency

Contact Person

Contact Number(s)

Email

Agreed action or advice given

Declaration

Your Signature

x

Print Name

Today's Date

Contact your organisation's Designated Safeguarding Officer (DSO) in line with PORT VALE FOOTBALL CLUB reporting procedures

DSO's Name

Rich Talbot – Email: safeguarding@port-vale.co.uk / Mobile: 07703 753688

Date Reported

APPENDIX H – INCIDENT REPORTING FORM - ADULT AT RISK

Incident reporting form

Your information			
Name			
Address			
Contact Number(s)			
Email			
Name of Organisation		Your Role	

Personal information – Adult at Risk					
Name				Date of Birth	
Gender ²	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>	
Is there any information about the Adult at Risk that would be useful to consider?					

Contact information – Parent / Carer		
Name(s)		
Address		
Contact Number(s)		
Email		
Have they been notified of this incident?	No <input type="checkbox"/>	Please explain why this decision has been taken
	Yes <input type="checkbox"/>	Please give details of what was said / actions agreed


Incident details*			
Date and time of incident			
Please tick one:	<input type="checkbox"/> I am reporting my own concerns.	<input type="checkbox"/> I am responding to concerns raised by someone else – please fill in their details:	
Name of person raising concern		Relationship to the Adult at Risk	
Contact Number(s)			
Email			

Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay)

* Attach a separate sheet if more space is required (e.g., multiple witnesses)

Incident details (continued)			
Account of the Adult at Risk regarding the incident:			
Please provide any witness accounts of the incident:			
Name of witness (and date of birth if a child)		Relationship to the Adult at Risk	
Address			
Contact Number(s)			
Email			
Details of any person involved in this incident or alleged to have caused the incident / injury			
Name (and date of birth if a child)		Relationship to the Adult at Risk	
Address			
Contact Number(s)			

Email			
Further Details – If answered Yes to incident been reported to any external agencies below:			
Please provide details of action taken to date			
Has the incident been reported to any external agencies?	<input type="checkbox"/> No	<input type="checkbox"/> Yes – please provide further details in Box 1	
Name of Organisation / Agency			
Contact Person			
Contact Number(s)			
Email			
Agreed action or advice given			

Declaration	
Your Signature	
Print Name	
Today's Date	

Contact your organisation's Designated Safeguarding Officer (DSO) in line with PORT VALE FOOTBALL CLUB reporting procedures	
Safeguarding Manager	Rich Talbot – Email: safeguarding@port-vale.co.uk / Mobile: 07703 753688
Date Reported	

Authority from Port Vale Board and acceptance of Policy

Signed by:

X

_____	Name Board member	Date:
_____	SSM	Date:

This policy will be reviewed by the Club Designated Safeguarding Officer annually and also on a regular basis, in particular following learning outcomes as a result of a significant incident or when legislation or statutory guidance changes are implemented.