APPENDIX 1: SAFEGUARDING ADULTS: POLICY AND PROCEDURES' TEMPLATE FOR CLUBS WITH OPEN-AGE ADULT DISABILITY TEAMS

This policy and procedures document outlines what safeguarding adults is and how we actively safeguard adults in open-age adult disability football.

Our safeguarding children policy (i.e for those under the age of 18) is covered in a separate document.

Club to insert details of where the above document can be found.

1. Minds United

Football Club endorses and adopts The FA's Safeguarding Adults Policy.

2. Inclusive culture

We commit to ensuring our club is inclusive and provides a safe and positive experience for all participants, regardless of age, gender, gender reassignment, disability, culture, language, race, faith, belief or sexual orientation. We expect everyone in the club to share this commitment.

3. Definition of an adult at risk

- Over 18; and
- Has needs 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
- 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.

4. Our commitment to safeguarding adults

Adult safeguarding means protecting the adult's right to live in safety, free from abuse and neglect. We recognise we all have a responsibility to safeguard adults who are experiencing, or are at risk of, abuse and neglect and expect everyone in our club to share our commitment to this.

5. Safer recruitment

We endorse and adopt The FA's safer recruitment guidelines for working with adults. When we recruit new people to work or volunteer at the club, we:

- Specify what the role is, what tasks are involved and the skills and experience required to do the role;
- Interview applicants to explore their experiences, skills and motivation;
- Where possible involve players in this process;
- Check relevant qualifications;
- Invite them to stay for a session and try out the role, whilst supervised;
- Ensure new staff or volunteers are welcomed and given an induction into safeguarding in our club, including knowing how and when to contact the Club Welfare Officer (Adult Disability Teams);
- If we have concerns about the appropriateness of an individual who has approached us to become part of our club, we seek advice from the County FA Designated Safeguarding Officer;
- We request DBS Checks[1] for anyone working with under-18s.

6. Appointment

We have appointed a Club Welfare Officer (Adult Disability Teams) in line with The FA profile, person specification and safer recruitment guidance. The Club Welfare Officer (Adult Disability Teams) sits on our committee, works to ensure that safeguarding adults is everyone's responsibility and is the first point of contact for any safeguarding concerns.

7. Training

We strongly encourage everyone who works or volunteers with adults in our club to complete The FA's free 'Safeguarding Adults' online course to develop an understanding of adult safeguarding concerns.

8. Appropriate relationships

We acknowledge that coaches and others may be in a relationship of trust to the adults in open-age adult disability football with whom they work. For this reason, coaches and others are advised not to engage in intimate or sexual relationship with those adults. Should such a relationship develop the Club Welfare Officer (Adult Disability Teams) must be informed and they will ask, in complete confidence, for guidance from the County FA Designated Safeguarding Officer.

9. Reporting

Safeguarding adults can be complex, so our Club Welfare Officer (Adult Disability Teams) will seek guidance and advice whenever necessary from our County FA Designated Safeguarding Officer.

[1] A DBS (Disclosure and Barring Service) Enhanced Criminal Record Check with a check of the Children's Barred List tells The FA if a person is barred, or has relevant convictions, cautions or other information that must be risk assessed.

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We will follow the framework below around reporting:

- Whenever possible, we will discuss any safeguarding concerns with the adult to establish their views and wishes before reporting;
- Whenever safe to do so, the adult will be advised that information about poor practice or abuse will be shared with the Club Welfare Officer (Adult Disability Teams);
- No-one in our club will keep safeguarding concerns to themselves and everyone must report poor practice, abuse and any concerns that an adult may be at risk, to the Club Welfare Officer (Adult Disability Teams). Holding back reports can leave adults at risk or allow poor practice to continue;
- We will take all reports seriously;
- We will address poor-practice concerns;
- If there are concerns that might be about abuse, the Club Welfare Officer (Adult Disability Teams) will report the concern to the County FA Designated Safeguarding Officer (CFA DSO) within 24 hours and follow their advice;
- In an emergency, club members will contact the Police, call an ambulance or seek advice from local adult services. Advice from the statutory agency will be followed. In these circumstances the Club Welfare Officer (Adult Disability Teams) must be informed and they will report this incident to the County FA Designated Safeguarding Officer (CFA DSO) within 24 hours;
- If we cannot contact the CFA DSO, we will contact the safeguarding team at The FA can also be contacted via **safeguarding@TheFA.com**.

10. Action we'll take

We will act regarding poor practice, repeated or serious misconduct at club level in line with the club's complaint procedures, Safeguarding Children and Safeguarding Adults policies. The club acknowledges the possibility of sanctions which may be implemented by the County FA or The FA in more serious circumstances.

11. Whistle-blowing

We support The FA's Whistle-Blowing Policy. Whistle-blowing is an important, accepted practice. No-one should feel guilty about using it. It allows anyone to raise a concern, if they feel an incident has not been properly managed or reported in line with the relevant club procedures, or that a colleague's conduct is not appropriate.

To whistle-blow, email The FA at **safeguarding@TheFA.com**.

Key contacts

Our Club Welfare Officer (Adult Disability Teams):

Name: Tyrone Spence

Email: info@mindsunitedfc.com

Tel.: 0208 050 7953

Our County FA Designated Safeguarding Officer:

Name: Daniel Perkins

Email: safeguarding@middlesexfa.com

Tel.: 0208 515 1919 Option 2

Local out-of-hours adult services:

Name: Emergency Duty Team

Email: socialservices@rbkc.gov.uk

Tel.: 020 7373 2227

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