



# Disciplinary & Grievance Policy

NEWPORT COUNTY AFC

<b>Document type</b>	Disciplinary & Grievance Policy
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<b>Reviewed By</b>	Kelly Anderson
<b>Signed off by</b>	Gavin Foxall
<b>Board review and agreement</b>	January 2021
<b>Next review date</b>	July 2021
<b>Version I.D.</b>	1

Newport County Association Football Club staff and representatives will never agree to keep secrets, or make promises that cannot be met, when any disclosure is made.

All information divulged will be treated with as confidential of a nature as possible, and all staff, players and representatives must understand that information and reports will only be communicated on a 'need-to-know' basis when the welfare of a child or vulnerable person is at risk.

Newport County AFC are committed to confidentiality and data protection. We insist that families and children/young people in contact with our organisation are confident, that personal and sensitive details which they have confided about their lives or family situations will not be talked about or passed on to others without their consent. However, considerations of confidentiality should not and will not be allowed to override the right of children, young players, or other vulnerable parties to be protected from harm.

All staff are made aware that they can never promise to keep secrets. However, as aforementioned, information of a confidential nature will only be communicated on a 'need-to-know' basis. Both the Data Protection Act of 1998 and the Club's own Data Protection Policy will be observed and adhered to when dealing with issues of safeguarding.

Confidentiality is an important principle that allows people to feel safe in sharing concerns and to ask for help. However, the right to confidentiality is not absolute. Sharing relevant and appropriate information with the right people at the right time is vital to good safeguarding practice.

All players, staff and volunteers of Newport County AFC should be familiar with the Club's safeguarding procedures for raising concerns. They can also contact either the police or the local authority safeguarding lead for advice, without necessarily giving an individual's personal details, if they are unsure whether a safeguarding referral would be appropriate.

Newport County AFC suggests abiding by the following principles:

- Don't give assurances or guarantees about absolute confidentiality.
- Try to gain consent to share information as necessary.
- Consider the person's mental capacity to consent to information being shared and seek assistance if uncertain.
- Make sure that others are not put at risk by information being kept confidential.
- Do not, under any circumstances, put management or organisational interests before safety and wellbeing.
- Share information on a 'need-to-know' basis and do not share more information than necessary.
- Ensure that all instances of sharing information are comprehensively recorded, including reasoning regarding such decisions using the Club's safeguarding software.

### **Useful Contacts**

#### **Senior Safeguarding Manager (SSM)**

Kelly Anderson

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#### **Designated Safeguarding Officer (DSO) Academy**

Gareth Evans

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**Designated Safeguarding Officer (DSO) Club**

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**Academy Manager**

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**EFL Safeguarding Officer**

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**Newport City Council Local Authority Designated Officer (LADO)**

Mike Sloan

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**FA Safeguarding**

Tel: 0800 169 1863

Email: [safeguarding@TheFA.com](mailto:safeguarding@TheFA.com)

**NSPCC helpline**

Tel: 0808 800 5000

**Police**

Tel: 999 or 101

