



# Managing Allegations Policy

NEWPORT COUNTY AFC

<b>Document type</b>	Managing Allegations Policy
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Newport County AFC is committed to the safety and wellbeing of our volunteers, Academy, players and staff. We treat allegations with discretion and seriously. Details as shown in this policy will also work in tandem with our Whistleblowing Policy, and all other club policies as available to view via the Club website. We wish to re-iterate the message that your place in any of our Club activities or workplace will never be at risk for disclosing a genuine concern, no matter how big or small.

The term disclosure in this context is used to describe the sharing of child protection concern(s) by one individual to another and not DBS the formal record of an individual's relevant convictions. There is a legal and moral responsibility to report any concerns about a child or young person in any context.

Newport County AFC will support anyone who, in good faith, reports his or her concern that a colleague is, or may be, abusing a child, young person or vulnerable adult, even if that concern is proved to be unfounded. The following guidelines are relevant whether or not the child or young person is involved in football.

**Management of Allegations made by a Child** If a child or young person informs you directly that they are concerned about someone's behaviour towards them, this is known as a disclosure. The person receiving the disclosure should:

- React calmly so as not to frighten the child, young person or vulnerable adult
- Tell the child or young person that he or she is not to blame and that they have done the right thing by talking to someone
- Take what the child, young person or vulnerable adult says seriously
- If the child, young person, or vulnerable adult needs immediate medical treatment, please ensure that you are accompanied by another member of staff and take them to hospital or telephone for an ambulance. Inform doctors of concerns and ensure that they are aware that this is a child protection or adult at risk issue.
- Ensure the immediate safety of the child or young person
- Avoid using leading questions instead use open questions such as 'Can you explain to me? Can you share with me what happened?' and keep any questions to the absolute minimum. Ask only what is necessary to ensure a clear understanding of what has been said and document as much as possible in the person's own words, using pen and paper or the Club's safeguarding software.
- Re-assure the child, young person or adult at risk but do not make promises of confidentiality or outcome, which might not be feasible in the light of subsequent developments
- In the event of suspicion of sexual abuse do not let the person bathe or shower until given permission to do so. Washing can destroy valuable evidence.
- Inform the parents/carers immediately unless you have specific reason not to, e.g. the child has named the parent/ carer as the abuser. If this is the case, then contact the Safeguarding Officer person or the police. If they are unavailable contact local Children's Services.

### **Managing Allegations against a Child by a Child**

Any allegation concerning the abuse of a child by another child must be dealt with by normal protection procedures. Any such allegation should be reported immediately to the Safeguarding Officer, who will in turn liaise with relevant authorities such as Children's Services and the EFL as to whether the alleged abuser should continue with the Club activities because of the risk they may pose to others.

### **Management of Allegations Against a Member of Staff**

In compliance with “Working Together To Safeguard Children 2015 ”, in respect of cases in which it alleged that a member of staff who works with children/ young people has: “behaved in a way that has harmed or may harm a child; possibly committed a criminal offence against or related to a child; behaved towards a child / young person in a way that indicates she/he is unsuitable to work with children”, Newport County AFC will ensure that the matter is immediately reported to the Local Area Designated Officer (LADO) at Newport City Council. Newport County AFC must also report to relevant stakeholders such as the EFL and FA. Suspension should be considered in any case where there is cause to suspect that a child is at risk of significant harm or the allegations warrant investigation by the police. Newport County AFC will comply with the advice of the LADO/EFL/FA in such circumstances. In all cases it must be understood that suspension is a neutral act and does not prejudice guilt. The fact that a person tenders their resignation or ceases to provide their services must not prevent the continuation of the prescribed procedure. Every effort must be made to maintain confidentiality and guard against publicity while an allegation is being investigated in order to protect the child/ young person/adult at risk and to protect the person against whom the allegation has been made.

In the event of an employee becoming ‘barred’, Newport County AFC will invoke its disciplinary procedures and reach a decision based on the information obtained. It may be the case that the Club decides to terminate the individual’s employment with The Club on the basis that the individual is unable to fulfil the requirements of the position they hold. If a person is barred, they must be removed from a regulated activity. Inappropriate behaviour will not necessarily lead to suspension, but the LADO may impose conditions for continued employment. Compliance with these conditions will be monitored by the LADO.

An internal disciplinary procedure may take place at the discretion of Newport County AFC, following a full investigation into the allegations. All incidents or allegations of physical or sexual abuse or behaviour which might be considered ‘unsuitable’ involving a member of staff must be reported immediately to the Safeguarding Officer either verbally or via the Club’s safeguarding software, who will, in turn, contact the Local Authority Designated Officer (LADO). The Local Authority Designated Officer will then advise the Safeguarding Officer of the course of action to be taken. This may involve the suspension of the member of staff against whom the allegation has been made. At all times complete confidentiality and sensitivity must be maintained. The LADO will investigate the allegations.

### **Allegation against a Safeguarding Officer or relative of a Safeguarding Officer**

If an allegation is made involving unsuitable behaviour of a Safeguarding Officer or his/her relative, then the Senior Safeguarding Manager (SSM) or a member of the Senior Management Team, will liaise with the LADO during any investigation.

### **Reporting Procedures for Internal Concerns**

Regardless of the way you have been informed about suspected abuse, you should follow the procedure outlines below as detailed below in the diagram.

### **Whistleblowing Policy**

All organisations face the risk of things going wrong or of unknowingly harbouring malpractice. Newport County AFC believes it has a duty to identify such situations and take the appropriate measures to remedy the situation. By encouraging a culture of openness within our organisation the Club believes it can help prevent malpractice - prevention is better than cure. That is one of the aims of this policy. By encouraging a culture of openness Newport County AFC wants to encourage staff, volunteers, Academy and players to raise issues which concern them at work. Employees have a right

and duty to raise matters of concern they may have about the services being offered by the Club or serious malpractice associated with them. Employees may be worried that by reporting such issues they will be opening themselves up to victimisation or detriment, or risking their job security. However, all staff are protected by law if they raise concerns in the right way. Provided they are acting in good faith, it does not matter if they are mistaken.

By knowing about malpractice at an early stage, Newport County AFC stands a good chance of taking the necessary steps to safeguard the interests of all staff and protect the organisation. In short, please, do not hesitate to “blow the whistle” on malpractice. The policy is designed to ensure employees raise concerns properly and to ensure that mechanisms exist in The Club whereby issues raised by employees will be addressed quickly and effectively. The policy also sets out the legitimate course of action, which may be taken by the worker to raise issues with parties outside of Newport County AFC if an issue is not addressed by The Club, or it is felt that by raising it internally may lead to evidence of malpractice being concealed.

The purpose of the policy is to outline how employees may deal with concerns about other employees and/or service provision which may have an impact or threaten the wider public interest. The policy is applicable to all Newport County AFC staff, volunteers, Academy, and players. Please see Newport County AFC’s Whistleblowing Policy for more details.

### **Complaints Policy**

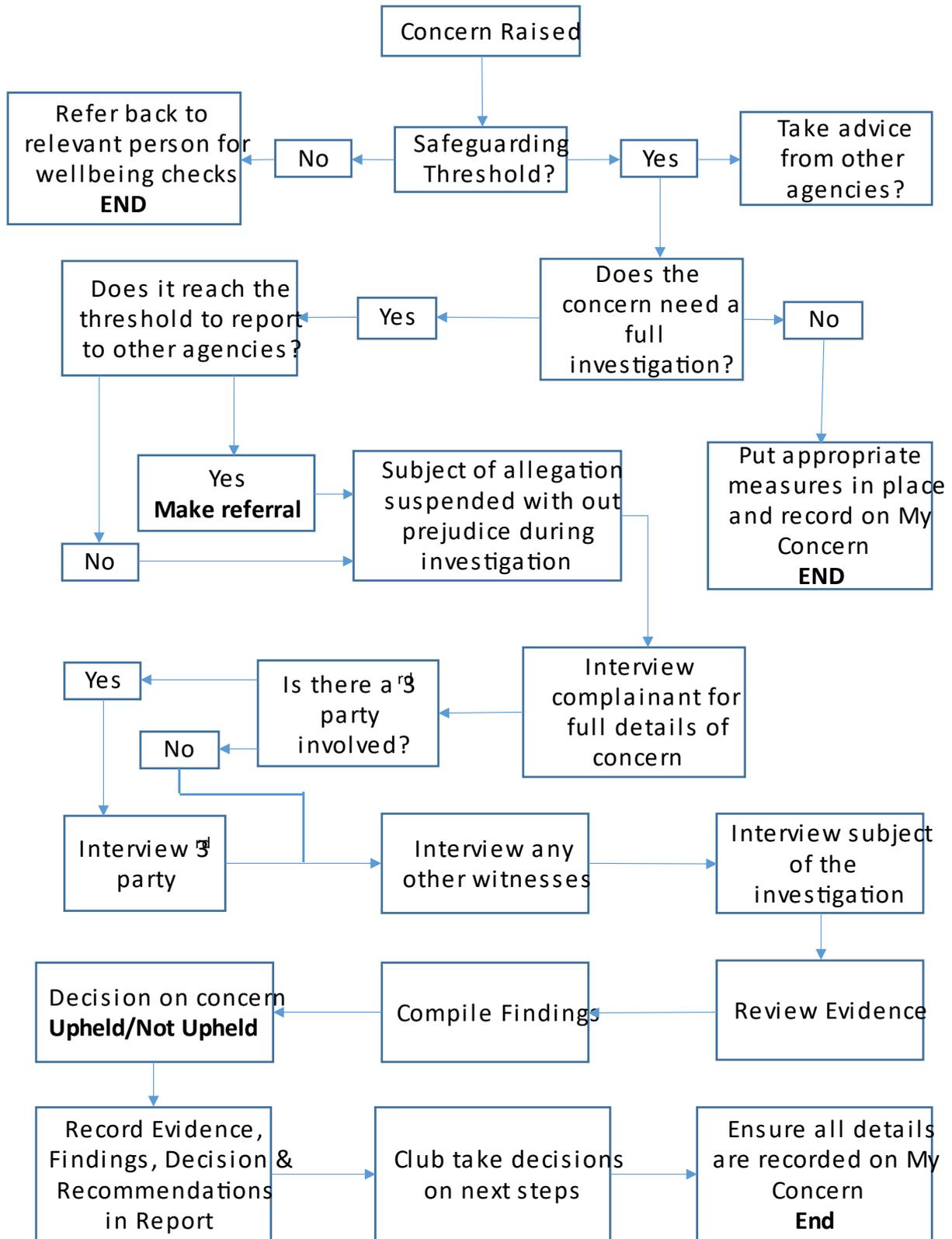
To ensure that complaints that contain safeguarding issues are centrally recorded and actioned appropriately, the following procedure has been agreed:

- Any safeguarding disclosure received which states a complaint is running alongside a safeguarding investigation - the Safeguarding Officer will notify the Senior Management team of the complaint. If appropriate, the Safeguarding Officer will send copies of minutes of the relevant meetings, planning, agree next steps and conclusion with the relevant people using the Club’s safeguarding software.
- Safeguarding disclosures which identify they have been closed as a referral and should be treated as a complaint not a safeguarding issue - the Safeguarding Officer will notify the Senior Management team of the information received and decide who will manage the complaint.
- The Safeguarding Officer will work with the Senior Management Team in the formulation of any letters that are required to be sent.
- Should the complaint be about a member of the Senior Management team, the Safeguarding Officer will liaise with the LADO/EFL/FA for the best course of action along with the Board of Directors.
- Complaints will be acknowledged in line with the Club’s complaints policy.

Complaints raised with the Safeguarding Officer which potentially have safeguarding issues, will check if there is a need to alert services regarding safeguarding issues. Any complaints received, direct to or from the Club relating to coaching practice may also need to be referred to the Safeguarding Officer and/or The Football Association Case Management Team as required.

# Managing Safeguarding Allegations

## Process



## **Useful Contacts**

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

Kelly Anderson

Email: [safeguarding@newport-county.co.uk](mailto:safeguarding@newport-county.co.uk)

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

Gareth Evans

Email: [academy.admin@newport-county.co.uk](mailto:academy.admin@newport-county.co.uk)

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

Ben Lucey

Tel: 01633 302012

Email: [ben.lucey@newport-county.co.uk](mailto:ben.lucey@newport-county.co.uk)

### **Academy Manager**

Damien Broad

Email: [Damien.Broad@newport-county.co.uk](mailto:Damien.Broad@newport-county.co.uk)

### **EFL Safeguarding Officer**

Mark Derrien

Tel: 07944 272236

Email: [mderrien@efl.com](mailto:mderrien@efl.com)

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

Mike Sloan

Tel: 01633 851485

Email: [Mike.Sloan@newport.gov.uk](mailto:Mike.Sloan@newport.gov.uk)

### **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

