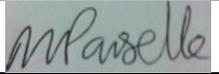
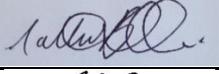
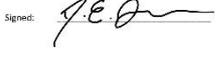


	NAME	DESIGNATION	DATE	SIGNATURE
AUTHOR	Norman Parselle	Designated Safeguarding Officer	4/6/18	
APPROVALS	Nathan Blake	Chair of Trustees & Senior Safeguarding Manager	4/6/18	
	Danielle Seivwright	Female & Health Coordinator	4/6/18	Signed: 

Revision	Date	Effect on		Reason for revision and description	Author
		Page	Para		
1.0	July 2016	All	All	First CP Policy	Norman Parselle
2.0	June 2017	All	All	Annual Review	Norman Parselle
3.0	June 2018	All	All	Annual Review	Norman Parselle

Statement from CitC Chair of Trustees & Senior Safeguarding Manager Nathan Blake

County in the Community Trust (Trust) is committed to the safeguarding and welfare of Vulnerable Adults. The Trust will work alongside the football club (Club) to ensure the safety of all those who engage with and meet the Trust. The Trust expects all Trustees, Staff, Volunteers, Participants, Contractors and Guests to abide by and uphold this Policy.

The Trust believe that all Trustees, Staff, Volunteers, Participants, Contractors and Guests to have a responsibility to report any concerns to the Trust should they be concerned about the welfare of any vulnerable adult.

The Trust are committed to ensuring that:

The safety and welfare of vulnerable adults under the care of the Trust is paramount. All vulnerable adults that engage with the Trust, regardless of age, culture, social background, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to safety and protection from abuse or harm. All suspicions, reports and/or allegations of abuse will be taken seriously & investigated thoroughly which may involve the appropriate local authority teams where necessary.

Safeguarding Structure and Responsibilities

- (a) At the Trust we have identified an organisation structure for safeguarding vulnerable adults. Key senior staff with designated safeguarding responsibilities include:

Nathan Blake
 Chair of Trustees – Senior Safeguarding Manager
 Contact Number – 07885204078 – nb2772@gmail.com

Norman Parselle
 Community Development Officer - Designated Safeguarding Officer
 Contact Number – 07468723636 – community@newport-county.co.uk

Danielle Seivwright – Female & Health Coordinator
 Contact Number 07785772119 danielle.seivwright@newport-county.co.uk

- (b) In those areas where staff and volunteers work with vulnerable adults as part of their roles, a manager is nominated to have responsibility for safeguarding in their area:
- (c) All staff and volunteers are required to take a shared responsibility for the protection and safety of any vulnerable adults. They must be aware of and abide by the Trust's Codes of Good Practice.

1.1 Safeguarding Vulnerable Adults Policy

What is Safeguarding?

- (a) In recent years there has been increasing concern about the safety and welfare of vulnerable adults. Agencies (and organisations) working with vulnerable adults must take all reasonable measures to ensure that the risks of harm to the individual's welfare are minimised; and where there are concerns about the welfare, of any vulnerable adults, all agencies (and organisations) take all appropriate actions to address those concerns, working to agreed local policies and procedures, working in partnership with other local agencies.

Who Are We Safeguarding?

- (b) For the scope of this Policy the Trust recognise the need to ensure that vulnerable adults are protected from abuse and harm.
- (c) In the terms of this policy a vulnerable Adult has the following definition: A person who is over 18 who is or may need Community Care Services by reason of mental or other disabilities, age, or illness, or may be unable to take care of him/herself or unable to protect him/herself against significant harm or exploitation. Examples of vulnerable adults are people with learning disabilities, mental health problems, the elderly, and people with physical disabilities. (The Welsh Assembly Guidance, In Safe Hands 2000)
- (d) This definition may include a person who:
 - Has learning disabilities;
 - Has mental health problems, including dementia;
 - Is an older person with support/care needs;
 - Has a physical or sensory disability;
 - Misuses drugs or alcohol;
 - Has social or emotional problems;
 - Has an autistic spectrum disorder.
- (e) This may mean that they have a reduced ability to protect themselves from assault, abuse, or neglect. This can be because of a learning or physical disability (not normally to include dyslexia); a physical or mental illness chronic or otherwise (including an addiction to alcohol or drugs); or a reduction in physical or mental capacity.

County in the Community takes pride in supporting vulnerable adults in their studies.

- (f) Adult education organisations are experiencing more contact with children through taster days, summer schools, family classes, and other out of school opportunities. At the Trust we also take pride in supporting vulnerable adults in their studies.

- (g) Adult Education organisations have a common law duty of care to take such steps that in the circumstances of an educational institution are reasonable to ensure that the vulnerable adult is safe, and in the absence of specific requirements, be seen to have an enhanced duty of care.

Statement of Policy

- (h) The Trust is committed to safeguarding and promoting the welfare of vulnerable adults, engaged in the breadth of its activities. For example:
- County in the Community - Mental Health Programme
 - County in the Community – Walking Football Team
 - Adult Volunteers within the Programme.
- (i) The Trust has taken the view that in the interests of good practice there should be a clear policy and associated procedures to guide work with vulnerable adults. This policy deals with the protection of Vulnerable Adults. A separate policy covers Child Protection
- (j) The Trust recognises that it has a duty to help staff and persons recognise their responsibilities (through guidance, support and training), minimise risk and avoid situations (where possible) where abuse or neglect might be alleged.
- (k) Processes are in place to check the suitability of staff and volunteers working directly with vulnerable adults. Some staff and volunteers within the Trust will be in regular or significant occasional contact vulnerable adults during their teaching or other work. There is a commitment to uphold the Law and that such staff and persons have satisfactory DBS disclosures, at an appropriate level, before working with vulnerable adults.

Principles

- (l) Everyone has the right to live their lives free from coercion, intimidation oppression and physical, sexual, emotional, or mental harm.
- (m) Everyone has the right to a family life and privacy.
- (n) Everyone has a right to confidentiality in respect of personal information, where this does not infringe the rights of other people.
- (o) Everyone has the right to receive full and comprehensive information to allow them to make informed choices about their own circumstances.
- (p) Everyone has the right to the protection of the law and full access to the judicial process and criminal justice system.
- (q) Accordingly, adult protection should operate in the context of fully engaged citizenship, not restricted to social care, health services and the criminal justice system.

Human Rights Act 1998

The rights of vulnerable adults to live a life free from neglect, exploitation and abuse are protected by the Human Rights Act 1998. Specifically, a vulnerable adult's right to life is protected (under Article 2); their right to be protected from inhuman and degrading treatment (under Article 3); and their right to liberty and security (under Article 5).

Putting these principles into practice in adult protection means:

- (r) Protecting a vulnerable adult should be everyone's paramount concern.
- (s) All staff have an ethical and professional duty of care to act if they;
 - Witness abuse;
 - Receive information about abuse, suspected abuse or concerns about the care or treatment of vulnerable adult; or
 - Have concerns or suspicions about possible abuse or inappropriate care.
- (t) Vulnerable adults have the right to be fully involved throughout the adult protection process and to make decisions about their safety and welfare, unless it has been assessed that they do not have the mental capacity to make any decision.
- (u) The sharing of information by professionals must be with due regard to confidentiality and information by professionals must be with due regard to confidentiality and information security, for example using secure e-mail and password-protected documents.
- (v) The Wales Adult Protection Policy and Procedures, including criminal investigations, override other organisational procedures, such as disciplinary and complaints investigations (this is stated in Listening and Learning, Section 7: Guidance for local authorities about managing complaints).
- (w) Agencies and services taking disciplinary action should delay their own investigations until completion of action under the Adult Protection Policy and Procedures, unless a Strategy Meeting held under these Procedures agrees otherwise.

Values

- (x) The values and rights below underpin the way vulnerable adults should be supported and cared for in whatever setting or places they live in or use:
 - Independence: to think, act and make decisions, even when this involves a level of risk.
 - Respect: recognition that everyone is unique, with intrinsic value as a person.
 - Equality: the right of people to be treated no less favourably than others because of their age, gender, disability, sexual orientation, religion, class, culture, language, race, ethnic origin, or other relevant distinctions.
 - Privacy: the right of the individual to be left alone or undisturbed and free from intrusion or public attention in their affairs.
 - Choice: the right to make choices, and to have the alternatives and information that enable choices to be made.

Putting the principles and values into practice means:

- (y) Adult protection is everyone's concern.
- (z) All staff, volunteers, paid or unpaid staff should understand the nature of abuse, how people might be at risk of harm and work to prevent it:

- (aa) When responding to referrals, the concerns raised must be believed and accepted without judgement.
- (bb) Staff have a duty to report any concerns they have about the potential abuse of a vulnerable adult.
- (cc) Careful consideration and respect of vulnerable adults' wishes, and preferences are essential to the adult protection process.
- (dd) Vulnerable adults have the right to be supported and empowered when adult protection procedures are used, and to have an independent advocate if they wish. For people assessed as lacking capacity to make decisions about how they could be protected, and Independent Mental Capacity Advocate (IMCA) must be considered and may be appointed.
- (ee) The Trust wishes to ensure that all our participants have a safe and stimulating environment in which they can fulfil their potential and we wish to safeguard the welfare of our vulnerable adult learners.

Protecting Vulnerable Adults in a Sporting Environment

- (ff) The Trust is concerned that all its persons remain safe and free from harm and is committed to playing a full and active part in the multi-agency response to vulnerable adult's protection concerns. This document sets out the Trust's position in relation to all aspects of the vulnerable adult protection process.
- (gg) In the event of any concern by any member of staff, or if a vulnerable adult approaches any member of staff, regarding any matter concerning abuse, they must tell the person that they are bound to pass on the information to the Designated Safeguarding Officer. The person receiving the information should pass it on as a matter of urgency to ensure the matter can be dealt with as soon as possible. If the designated person is not available, the staff member should contact a member of the Senior Management Team or a Trustee. No person must be promised that anything they say will be kept confidential. It is helpful for a member of staff to tell the person they will jot down anything the person says to ensure an exact a record as possible is kept for future reference.

Scope of the Policy

- (hh) This Policy applies to all staff employed by the Trust, temporary staff and volunteers. All have a legal responsibility to take seriously any vulnerable adult concerns that come to their attention and follow the procedures given.
- (ii) Subcontractors must be informed of this Policy and deal with any concerns reported to them by contacting the DSO who is responsible for Vulnerable Adult Protection in the Trust.
- (jj) Persons who have concerns about other persons or the behaviour of adults towards them can use this Policy to ensure they are taken seriously.
- (kk) It is not the Trust's responsibility to investigate abuse. Nevertheless, it has a duty to act if there is a cause for concern and to notify the appropriate agencies so that they can investigate and take any necessary action.

Prevention

- (ll) The Trust takes seriously its duty of pastoral care and will be proactive in seeking to prevent vulnerable adults becoming the victims of abuse or neglect. It will do this in many ways:
- (mm) Through the creation of an open culture which respects all individuals' rights and discourages bullying and discrimination of all kinds
- (nn) By identifying a member of the Board of Trustees and staff, who have overall responsibility for vulnerable adult matters they will receive training in this field and act as a source of advice and support to other Trust staff especially Community coaches and volunteers. Training to be delivered to staff by the Safeguarding Officer or Leading delivery agencies.
- (oo) By informing vulnerable adults of their rights to be free from harm and encouraging them to talk to Trust staff if they have any concerns
- (pp) Through the ongoing programme of support, at an appropriate level to promote self-esteem and social inclusion and address the issue of the protection of vulnerable adults in the wider context

Responsibilities

Trustees & Staff at CitC have the overall responsibility to protect vulnerable adults within our Charity. We are responsible for the identification of abuse and referral to the appropriate authorities via the Trust's nominated persons. **Designated Safeguarding Officer (DSO) Norman Parselle.**

The Trust will operate safe recruitment procedures and ensure that appropriate checks are carried out on all new Trustees, Staff, Volunteers, Participants, Contractors and Guests. **(Please see Confidential Declaration Form June 2018).**

When working with ex-offenders in Full time, Part Time, or Volunteer roles CitC will carry out robust checks. An applicant will be vetted appropriately to ensure they have not been barred from working with children. An enhanced DBS will be required, and these factors will also be taken into consideration. **(Please see below Recruitment of Ex-Offenders Policy)**

- What is the nature of the volunteering role?
- Are there offences relevant to the role?
- What was the seriousness and nature of the offence?
- What was the volunteer's age at the time of the offence?
- What amount of time has passed since the offence occurred?
- Was the offence revealed during the application stage?

What is Abuse?

- (qq) The main categories of abuse as identified by the Welsh Assembly Government in "In safe hands" include:
 - physical
 - neglect
 - sexual
 - financial
 - psychological/emotional

- (rr) Abuse is defined as: A violation of an individual's human and civil rights by another person or persons which results in significant harm.
- (ss) Abuse may be:
- A single or repeated act, or multiple acts;
 - A lack of appropriate action;
 - Perpetrated because of deliberate intent, negligence, or ignorance: and/or
 - An act of omission (failing to act) or neglect.
- (tt) Abuse can occur in the vulnerable adult being persuaded or forced to enter into a financial or sexual arrangement of which they have not, or could not, consent.
- (uu) Abuse can occur in any relationship and fundamentally is an abuse of trust, including failure to meet a duty of care.
- (vv) Abuse is behaviour towards a person that either deliberately or unknowingly causes a vulnerable adult harm or endangers their life or their human or civil rights. It can be passive, e.g. failing to act to care for someone, or failing to raise the alert about abuse; or active, e.g. hitting, stealing, or doing something that causes harm.
- (ww) Abuse can be a one-off or something that is repeated.

Guidance & Procedure for staff

- (xx) The Trust recognises its legal duty to work with other agencies in safeguarding vulnerable adults and in responding to abuse. All members of staff involved with vulnerable adults (coaching and non-coaching) have a responsibility to be mindful of issues related to vulnerable adult safety and welfare and a duty to report and refer any concerns however "minor" they appear to be. IT IS NOT THE JOB OF TRUST STAFF TO INVESTIGATE THESE CONCERNS.
- (yy) In cases where it is deemed that a vulnerable person lacks sufficient understanding to make informed decisions about his/her own care and treatment, it may be in their best interest to inform and involve parents/carers about any concerns about the vulnerable person's welfare or any action taken to safeguard and promote the vulnerable adult's welfare, providing this does not compromise the vulnerable adult's safety. Where there are possible concerns about a vulnerable adult's safety. Unconditional confidentiality cannot be guaranteed and should not be offered.
- (zz) The Trust will be proactive and take positive steps to inform persons of their rights to safety and protection and the options available to express their fears or concerns.
- (aaa) When persons make allegations about abuse or neglect, they should always be listened to, have their comments taken seriously and, where appropriate, the allegations should be investigated thoroughly.
- (bbb) If you suspect that a person is going to discuss abuse, either towards themselves or another vulnerable adult, establish GROUND RULES CONCERNING CONFIDENTIALITY. This information must be shared with a nominated person for safeguarding adults.
- (ccc) The designated person will then contact the Local Authority Safeguarding Adult Team to discuss appropriate action. The Local Authority Adult Protection Unit is responsible for coordinating action in vulnerable adult cases, including liaison with police.

- (ddd) Note: It is important to convey that the Safeguarding Adult Team will need to assess the situation and would want to work with the vulnerable adult in determining what could/should happen next. They would wish to respect the vulnerable adult's wishes and feelings provided no one is at immediate risk of harm.
- (eee) If the person is fully aware of what could happen, they can:
- choose whether they want to speak now or have time to think about it
 - be as informed as possible regarding the implications of passing on this information.
- (fff) If the complainant is the vulnerable adult him/herself, questions should be kept to the minimum necessary to understand what is being alleged. Leading questions must be avoided as the use of leading questions can cause problems for the subsequent investigation and any court proceedings.

Procedure for staff dealing with suspicions or allegations of abuse to a vulnerable adult

Any suspicion, allegation or incident of abuse must be reported to:

1. Norman Parselle - Designated Safeguarding Officer (DSO)
Contact Number 07722147695 community@newport-county.co.uk
2. Danielle Seivwright – Female & Health Coordinator
Contact Number 07785772119 danielle.seivwright@newport-county.co.uk
3. Nathan Blake - Chair of Trustees – Senior Safeguarding Manager
Contact Number – 07885204078 – nb2772@gmail.com

Step 1

If a Vulnerable Adult tells you something that concerns you or them, listen carefully and say that you will need to share this information. Write down notes as soon as possible in the persons own words. Also, if you are concerned about the welfare of a Vulnerable Adult please report to Norman or Senior Management Team.

Step 2

Norman has responsibility for the protecting Vulnerable Adults so contact him as soon as possible and in any event within 2 hours. If this is not possible, a member of the Senior Management Team must be notified Danielle Seivwright or Nathan Blake.

Step 3

The nominated member of staff (Norman, Danielle or Nathan) must immediately discuss the matter with the Newport Protection of Vulnerable Adults Team (POVA) on 01633 656656 to determine whether it is a matter of concern. After 5pm and on weekends and bank holidays please contact the South East Wales Emergency Duty Team on 0800 328 4432.

If you think the Vulnerable Adult is in immediate danger, then contact the Gwent Police on 01633 838111.

- (ggg) Any suspicion, allegation or incident of abuse must be reported to the Norman or Danielle as designated members of staff with responsibility for the protection of vulnerable adults as soon as possible and in any event within 2 hours. If this is not possible, a member of the Senior Management Team must be notified. The nominated member of staff must immediately discuss

the matter with the Safeguarding Adult Team to determine whether it is a protection of vulnerable adult matter. (NB: The Local Authority Safeguarding Adult Team is responsible for coordinating action in vulnerable adult cases, including liaison with police).

- (hhh) If it is agreed that it meets the threshold for a Vulnerable Adult referral a decision which can only be made by the Safeguarding Adult Team, a written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the matter is reported. The telephone report must be confirmed in writing to the local authority Adult Protection Unit within 24 hours. If the consent has not been gained from the vulnerable adult, the nominated member of staff should discuss with the Local Authority Safeguarding Adult Team what action will be taken to inform the parents/carers of the vulnerable adult and a note of that conversation should be made. The nominated member of staff must notify the Safeguarding Manager of the Trust as soon as practicable and in any event within 2 hours of the initial concern arising.

Responding to an Allegation

- (iii) A full record shall be made as soon as possible on Form VA1(SEE BELOW) of the nature of the allegation and any other relevant information including:

Note: refer to Safeguarding Vulnerable Adults Incident Report Form

Responding to an allegation about a member of staff

- (jjj) Any suspicions, allegations of actual abuse of a vulnerable adult by a member of staff must be reported to the lead designated member of staff and the Chair of Trustees immediately. On being notified of any such matter, the designated member of staff shall:
- (kkk) Notify the Chair of Trustees, Nathan Blake. No investigation by the organisation is to take place unless they have had the necessary training and been provided with an Investigation remit from the Safeguarding Adult Team.
- (lll) Take such steps as he/she considers necessary to ensure the safety of the person in question and any other person who might be at risk.
- (mmm) Report the matter to the Club Safeguarding Officer **01633 481896** in accordance with the procedure set out in the previous paragraph.
- (nnn) Ensure that a report of the matter is completed by the person who reported the original concern. If the complaint is made against any member of the Senior Management Team or a designated safeguarding officer, then the person dealing with the complaint must be either a Trustee of The Trust or The Football League Trust regional manager should be immediately notified.

Written Records

- (ooo) The designated safeguarding officer for the protection of vulnerable adults (Norman Parselle) will retain the central record of all allegations and actions taken. This will include:
- The formal report on form VA1 (SEE BELOW)
 - Any notes, memoranda or correspondence dealing with the matter
 - Any other relevant material

- (ppp) Copies of reports, notes etc will be kept securely locked always but will be shared in accordance with the Data Protection Act 1998.

Training – Staff Development

- (qqq) All staff within the Trust will undergo training so that they are fully aware of this policy and their responsibilities (All staff & volunteers attended Safeguarding Training on 27/3/18). Designated Safeguarding of Vulnerable Adults Officers (Norman & Danielle) will receive additional training so that they can effectively fulfil their responsibilities to the safeguarding of vulnerable adults at The Trust.

Review and Monitoring of the Policy and Procedures

- (rrr) The Designated Safeguarding Officer & Senior Safeguarding Manager (Norman & Nathan) will review and monitor the policy and procedures on an annual basis and will recommend and implement approved changes where necessary. A revised version of the policy will be submitted to the Board of Trustees on an annual basis to ensure that any identified deficiencies or weaknesses have been dealt with without delay. A review will also be carried out if there has been a major safeguarding issue or if there has been a change in the Law.

SUMMARY – Protection of Vulnerable Adults Policy

- (sss) This procedure must be followed whenever any member of Trust's staff hears an allegation from a vulnerable adult that abuse has, or may have, occurred or where there is a significant concern that a child may be abused:

(ttt) RECEIVE

- What is said
- Accept what you are told – you do not need to decide whether it is true
- Listen without displaying shock or disbelief

(uuu) REASSURE

- The person
- Acknowledge their courage in telling
- Do not promise confidentiality
- Remind them they are not to blame – avoid criticising the alleged perpetrator
- Do not promise that “everything will be all right now” (it might not be)

(vvv) REACT

- Respond to the person but do not interrogate
- Avoid leading questions but ask open ended ones
- Clarify anything you do not understand
- Explain what you will do next, i.e. inform a Designated Person - The Safeguarding Officer - A Trustee - The Football Trust Regional Manager

(www) RECORD

- Make notes as soon as possible – during the interview if you can comprehensively complete form VA1/Appendix 3
- Include: time, date, place, the person's own words – do not assume – ask, e.g. "Please tell me what xxxxx means".
- Describe observable behaviour and appearance
- Cross out mistakes – do not use Tippex
- Do not destroy your original notes – they may be needed later and must be given to the Designated Person.

(xxx) SUPPORT

- Consider what support is needed for the person– you may need to give them a lot of your time or they may need to be referred
- Ensure you are supported – such interviews can be extremely stressful and time consuming
- Once reported to them, the Designated Person will take responsibility for the matter and will take the necessary actions. However, if you have questions or need additional support then do ask

Definitions of Abuse (Vulnerable Adults)

(yyy) **Physical Abuse.** Physical abuse is the physical ill treatment of an adult, which may or may not cause physical injury and causes harm to the individual's person. It may involve pushing, slapping, pinching, punching, hitting, shaking, throwing, poisoning, burning, scalding, drowning, or suffocating, force feeding, improper administration of medicines or denial of prescribed medicines, forced isolation and confinement, including a person being locked in a room or inappropriate sanctions or restraint, or inappropriate manual handling. It may be the result of a deliberate failure to prevent injury occurring.

(zzz) **Psychological and Emotional Abuse.** Psychological abuse may involve the use of harassment, bullying, intimidation, indifference, hostility, rejection, threats, humiliation, name-calling, other degrading behaviours, shouting, swearing, discrimination or the use of oppressive language, mobile phone texting abuse, email, emotional abuse and all forms of cyber abuse. It can result in feelings of low self-worth. Some level of psychological or emotional abuse is present in all forms of abuse.

(aaaa) **Sexual Abuse.** Sexual abuse involves a vulnerable adult participating in, or watching, sexual activity to which they have not consented or were pressured into consenting, or to which they cannot give informed consent. It is not necessary for the individual to be aware that the activity is sexual. The activities may include: physical contact, including penetrative or non-penetrative acts, e.g. rape, buggery, indecent assault or inappropriate touch, incest, and situations where the perpetrator touches the abused person's body (e.g. breasts, buttocks, genital area); Non-contact activities, e.g. exposing genitals to the abused person, or coercing the abused person into participating in or watching pornographic videos or photographs.

- (bbbb) Neglect. Neglect is the deliberate withholding or unintentional failure to provide help or support, which is necessary for the adult to carry out activities of daily living. It also includes a failure to intervene in situations that are dangerous to the person concerned or to others, particularly when the person lacks the mental capacity to assess risk. Neglect may involve: failing to provide adequate food, shelter and clothing; failure to ensure access to appropriate medical care or treatment; neglect of basic emotional needs
- (cccc) Financial/Material Abuse. Financial/Material Abuse is the exploitation, inappropriate use or misappropriation of a person's financial resources or property. It occurs when the individual is deprived of their own financial assets, for example, by holding money back from the individual, obtaining money by deception, or stealing money. It includes the withholding of money or the improper use of a person's money or property, usually to the disadvantage of the person to whom it belongs.

The following definitions of abuse are not categories of abuse in themselves but are different aspects of abuse.

- (dddd) Institutional Abuse. Institutional abuse can be defined as abuse or mistreatment by a regime as well as by individuals within any building where care is provided. Examples include lack of flexibility and choice, lack of consultation, public discussion of personal matters, inadequate or delayed responses, staff overly controlling service users' relationships and activities.
- (eeee) Discriminatory Abuse. Repeated, ongoing or widespread discrimination on the grounds of age, race, disability, religion, sexual preference or gender, slurs, harassment, name-calling, breaches in civil liberties, unequal access to health or social care.
- (ffff) Significant Harm. Sometimes, a single traumatic event may constitute significant harm, e.g. violent assault, suffocation, or poisoning. More often, significant harm is a compilation of significant events, both acute and long-standing, which interrupt, change or damage the adult's physical and psychological development.

Bullying/ Cyberbullying (strand of emotional abuse)

- (gggg) Bullying. May be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are. physical, verbal and emotional, both face to face and via social media and other online forums. The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, cause them significant harm (including self-harm). All settings in which vulnerable adults are provided with services or are living away from home should have in place rigorously enforced anti-bullying strategies.
- (hhhh) Cyberbullying. Is when a person uses technology i.e. mobile phones or the internet (social networking sites, chat rooms, instant messenger, tweets), to deliberately upset someone. Bullies often feel anonymous from the incident when it takes place online and 'bystanders' can easily become bullies themselves by forwarding the information on.

Safeguarding Contacts in Football

FAW Safeguarding Practices & Procedures and Welfare Policy - Provides information on how to manage concerns, signs of abuse and poor practice and how to report etc - www.faw.org.uk/safeguarding

Designated Safeguarding Officer for EFL Trust Claire Taylor 07964 905652 ctaylor@efltrust.com

EFL Trust 01772 325954

Child protection advisor EFL Anne Hussey 01772 525800 A.Hussey@efl.com

Confidential Declaration Form June 2018

The Confidential Declaration Form must be completed by all those wishing to work with children and/or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including Trustees, employees, and volunteers who may be in a leadership position, or in a role that has contact with children and/or adults experiencing, or at risk of abuse or neglect. This form is strictly confidential and will be stored safely as required by the General Data Protection Regulations. Except under compulsion of law, will be seen only by those involved in the recruitment/ appointment process and the County in the Community Safeguarding Officer or someone acting in a similar role who may need to view the data in order to carry out County in the Community safeguarding duties. In signing this form, you are consenting to County in the Community, to which you are applying for a role, storing and processing this information for Safer Recruitment and Safeguarding purposes.

Full name

If you answer 'Yes' to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering. Please note that the Disclosure & Barring Service (DBS) is an independent body, which came into existence on the 1 December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

If the role you have applied for is not eligible for a DBS check you MUST only answer questions 1 and 2 of this form

1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules? (Include both spent and unspent convictions)

Yes/No. If yes, please explain below.

.....
.....
.....

Note: You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it is your only offence; (c) it did not result in a prison sentence or suspended prison sentence (or detention order) and (d) it does not appear on the DBS's list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). Please note that a conviction must comply with (a), (b), (c) and (d) in order to be filtered. Further guidance is provided by the DBS at www.gov.uk/government/publications/dbs-filtering-guidance

Please note that the rehabilitation periods (the amount of time which has to pass before a conviction etc. can be spent) have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never spent. For further guidance in relation to the rehabilitation periods please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules?

Yes/No. If yes, please explain below

.....
.....
.....

Note: You do not have to declare any adult caution where: (a) 6 years (or 2 years if under 18 at the time of the caution, reprimand or warning) have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences referred to in the above notes. Please note that a caution etc. must comply with (a) and (b) in order to be filtered

Additional notes: Where your position/role involves substantial contact with children and/or adults experiencing, or at risk of abuse or neglect you will be expected to declare all convictions and/or cautions etc., even if they are spent provided they have not been filtered by the DBS filtering rules. Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK.

If your position/role does not involve substantial contact with children and/or adults experiencing, or at risk of abuse or neglect you should only declare unspent and unfiltered convictions/cautions etc.

3. Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence/misconduct?

Yes/No. If yes, please explain below

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4. Are you or have you ever been prohibited and/or barred from work with children and/or vulnerable adults?

Yes/No. If yes, please explain below

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5. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and/or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and/or vulnerable adult was at risk of significant harm from you?

Yes/No. If yes, please explain below.

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Note: Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health or development. It will also include matters such as sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others.

6. Has your conduct ever caused or been likely to cause significant harm to a child and/or vulnerable adult, and/or put a child or vulnerable adult at risk of significant harm?

Yes/No. If yes, please explain below

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7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

Yes/No. If yes, please explain below.

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8. Have you ever had any allegation made against you, which has been reported/referred to, and investigated by the Police/Social Services/Social Work Department (Children or Adult's Social Care)? Yes/No. If yes, please explain below giving details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

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Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child or vulnerable adult. Any allegation or complaint investigated by the police, Children's or Adult Services, an employer or voluntary body or other body for which you worked must be declared. Checks will be made with the relevant authorities.

9. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation?

Yes/No. If yes, please explain below.

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10. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules; or is that person at present the subject of a criminal investigation/pending prosecution?

Yes/No/Not Applicable. If yes, please explain below, giving details including the nature of the offence(s) and the dates. Please give any further details, such as the reasons or circumstances, which led to the offence(s).

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Note: You are only required to answer this if you work from home with children. The DBS define home based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives.

Note: All these matters will be checked with the relevant authorities.

Before an appointment can be made applicants, who will have substantial contact with children and/or adults experiencing, or at risk of abuse or neglect in their role, will be required to obtain an enhanced criminal record check (with or without a barred list check as appropriate) from the Disclosure and Barring Service. All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people or adults experiencing, or at risk of abuse or neglect. Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and/or an adult experiencing, or at risk of abuse or neglect at risk of harm.

County in the Community – Recruitment of Ex-Offenders Policy

County in the Community uses the Disclosure and Barring Service (DBS) to check if an applicant is suitable for a position of trust. We comply with the DBS Code of Practice in:

- treating applicants who have a criminal record fairly
- not discriminating unfairly against someone because of a conviction or other information we learn from the DBS.
- We only request a Disclosure if our risk assessment for the position shows a Disclosure is needed. When we need a Disclosure:

All recruitment materials will say that the person offered the position will be asked for a disclosure. We ask applicants to provide details of their criminal record alongside their application form via the Confidential Declaration Form. We ask that this information is sent to the Chair of Trustees under separate cover. We guarantee that it is only seen by those who need to see it as part of the recruitment process.

For posts exempt from the Rehabilitation of Offenders Act 1974 (ROA), such as roles working with children or vulnerable adults, we can ask about an applicant's whole criminal record. For all other roles, we only ask about convictions that are "unspent" under the Act. The Act says that a conviction becomes "spent" after a rehabilitation period if there are no more convictions during that time (further information can be found on the Confidential Declaration Form).

At interview, or in a separate discussion, we ensure that we talk about the offences or other relevant matters in an open and measured way.

Failure to reveal information that is directly relevant to the position sought could lead to a withdrawal of an offer of employment or voluntary position and may constitute a criminal offence.

Procedure

If a criminal record is disclosed we will discuss the disclosure with you before deciding if we will withdraw a conditional offer of employment. In all cases, a risk assessment will be undertaken, when offences are disclosed, which takes into account the circumstances of the offence and the position applied for.

Before withdrawing an offer of employment or voluntary position, the appointing body in liaison with the Safeguarding Officer will undertake to discuss any matter revealed at interview, in a Confidential Declaration Form or in a DBS Disclosure with the person seeking the position.

Having a criminal record doesn't necessarily mean you can't work with us. It depends on the type of position and the offences.

Appeals and Complaints Procedure

If an applicant for a disclosure is unhappy about the way the County in the Community has processed the disclosure or how a risk assessment has been made, the appeal or complaint should be made in writing, stating their name, address, the nature of the appeal, the date of the disclosure document concerned, the identity of the person or appointing body responsible for making the appointment, and any other relevant information to:

Vice Chair of Trustees

The Vice Chair will then instigate an independent assessment of the issues in question. The appeal/complaint will be dealt with within six months. The adjudication will be sent to the applicant and the appointing body with a copy to the Vice Chair for information.

Vulnerable Adult Incident Report Form (VA1)

Your name:	Your position:
Your address:	Your phone number/s:
Persons name:	Date of birth:
Persons address:	
Parents/carers names and address:	
Date and time of any action:	
Your observations:	
Exactly what was said to you and what you said:	
Action taken so far:	
Alleged Offender:	
Name:	
Address:	

External Agencies contacted (date & time)	
Gwent Police Contact Number: 01633 838111 or 999	If yes – which: Name and contact number: Details of advice received:
Newport Protection of Vulnerable Adults Team (POVA) Contact Number: 01633 656656	If yes – which: Name and contact number: Details of advice received:
NGB FAW Contact Number: 02920 435820	If yes – which: Name and contact number: Details of advice received:
South East Wales Emergency Duty Team Contact Number: 0800 328 4432	If yes – which: Name and contact number: Details of advice received:
Print name:	
Signature:	Date:

County in the Community (CitC)**Player Code of Conduct****When representing Newport County AFC - County in the Community I will:**

Always play to the best of my ability

Respect my team-mates, the other team, the referee, my coach/manager

Play by the rules, as directed by the referee

Shake hands with the other team and referee at the end of each game

Listen and respond to what my coach/team manager tells me

Remember that as a player of the club/community you are an ambassador of Newport County AFC – County in the Community and your manner in all situations, including use of social media should reflect this.

Talk to CitC Safeguarding Officer (Norman Parselle). If I'm unhappy about anything at County in the Community or Newport County AFC.

I understand that if I do not follow the Code, Newport County AFC – County in the Community may take the following actions:

Be required to apologise to my team-mates, the other team, referee, coach/manager

Being left out of the team on match day.

Receive a formal warning from the coach/manager or the club/community.

Be suspended from training.

Be required to leave the club/community.

Print Players name:

Players Signature:

Parents Signature (Under 18's only):

Coach/Managers Signature:

Newport County AFC - County in the Community

Fully supports the Football Association of Wales 'Behind the Line, Behind the Team' campaign and is committed to safeguarding the wellbeing of its' members. As a member of NCAFC - CitC you are expected to get behind your team and follow the below Code of Conduct.

We all have a responsibility to ensure that everyone involved in football finds it to be a fun, safe and positive experience.

Please show your support for FAW Safeguarding by signing the below declaration. By signing this Code of Conduct you demonstrate that you understand the following conditions, and breach of this could lead to disciplinary action.

Players are expected to:

- Show exemplary behaviour by respecting and listening to match officials and your coaches.
- Show respect to your opponents and shake their hands after each game.
- Accept responsibility for your own performance and behaviour.
- Treat all fellow players equally.
- Be friendly and welcoming to new players.
- Not bully or make anyone feel unhappy or sad.
- Encourage, support and co-operate with your team mates.
- Keep yourself safe.
- Tell someone you trust about inappropriate or risky behaviour or if something makes you unhappy or uncomfortable.
- Take care of equipment owned by the club.
- Not discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability. Respect other people.
- Not take part in rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Not consume any alcohol or take any illegal substances when partaking or representing CITC.
- Appreciate the efforts of all players.
- Not get involved in peer pressure and push others to do something they do not want to do.
- Accept that striving to win is more important than winning itself.
- Always pursue fair play – stick to the laws and the spirit of the game.
- Be positive, approachable and offer praise to promote the objectives of the club at all times.
- Display high standards, behave responsibly and never use foul, abusive, insulting or inappropriate words, behaviour or gestures.
- Respect and listen to the opinions of fellow players.
- Not to post anything nasty on social media which may bring the game into disrepute.
- Make football **fun**.

Name: _____ Signed: _____ Date: _____

County in the Community – Parent, Guardian and Spectators Code of Conduct

County in the Community fully supports the Football Association of Wales 'Behind the Line, Behind the Team' campaign and acknowledges that football coaches and volunteers have a fantastic opportunity to be a positive role model for the young people involved.

We all have a responsibility to ensure that everyone involved in football finds it to be a fun, safe and positive experience.

Please show your support for County in the Community and FAW Safeguarding by signing the below declaration. By signing this Code of Conduct you demonstrate that you understand the following conditions, and breach of this could lead to disciplinary action.

Parents, guardians and spectators are expected to:

- Show exemplary behaviour by respecting and appreciating match officials, opposition players, coaches, managers and spectators.
- Deliver and collect your child punctually before and after sessions, matches and events.
- Support and motivate all players, including the opposition, and encourage your child to do the same.
- Encourage your child to obey the laws of the game and teach them that they can only do their best.
- Never publicly criticise, ridicule or embarrass any children.
- Ensure your child has kit and clothing appropriate to the environment and weather conditions.
- Ensure that proper sportswear and protective kit are provided and worn.
- Disclose any medical concerns or changes in medical conditions to the Club Safeguarding Officer and the Coach/Staff member.
- Not place unnecessary pressure on your child or push them into activities they do not want to do. Applaud effort and good play.
- Not to interfere with the coaches instructions and not to confuse the players by telling them what to do.
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Accept that striving to win is more important than winning itself.
- Respect the decisions of the match officials.
- Ensure that your child has read and understood their Code of Conduct.
- Not to post anything inappropriate, or negative on social media which may bring the game into disrepute.
- Display high standards, behave responsibly and never engage in or tolerate the use of foul, abusive, insulting or inappropriate words, behaviour or gestures.
- Get Behind the Line and not enter the field of play without prior permission from the referee.
- Make football fun.

Name: _____ Signed: _____ Date: _____