



COVENTRY CITY FOOTBALL CLUB LIMITED

## Safeguarding Children Policy

...LET'S ALL SING TOGETHER

#PUSB



COVENTRY CITY FOOTBALL CLUB LIMITED ("Club") acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for everyone.

A child or young person is anyone aged 18 or below engaged in any club football activity. We subscribe to the [EFL's Safeguarding Policy and Procedures](#) and endorse and adopt the EFL Strategy & Policy Statements.

### **The Club's Safeguarding Policy:**

The key principles of the [EFL Safeguarding Children Policy](#)\* are that:

- Provide a safe environment for children to learn and develop in our settings and
- Identifying children who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both outside and within the football environment

In pursuit of these aims the Board of the EFL will approve and annually review policies and procedures with the aim of:

- Raising awareness of issues relating to the welfare of children and young people and the promotion of a safe environment within the organisation
- Aiding the identification of children and young people at risk of significant harm, and providing procedures for reporting concerns
- Establishing procedures for reporting and dealing with allegations of abuse against any individual working in football
- Ensuring the safer recruitment of staff

Every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse.

This is reflected in all the Club's Safeguarding Policies.

**Coventry City Football Club recognises that Safeguarding is the responsibility of everyone involved in our Club.**

The Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual, or emotional harm and from neglect or bullying. It is noted and accepted that the EFL's Safeguarding Children Regulation applies to everyone in football whether in a paid or in a voluntary capacity. This includes those who are volunteers, match officials, helpers on Club tours, football coaches, Club officials and medical staff.

A duty has been placed on all sports clubs to be a key partner in safeguarding. The Club therefore recognises the following as definitions of abuse and neglect as defined within [Keeping Children Safe in Education](#) and will work with all relevant authorities to report and prevent them.

### **Types of abuse\***

Abuse is defined 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. They may be abused by an adult or adults or another child or children.

The EFL Safeguarding Children Policy has defined the following types of abuse:

**Physical abuse:** *is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.*

**Emotional abuse:** *is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.*

*It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.*

**Sexual abuse:** *is perpetrated by both men and women. Children can also abuse other children (Peer on Peer Abuse). Sexual Abuse involves forcing or enticing a child or young person 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. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse.*

**Child sexual exploitation:** (CSE) is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 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. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

**County lines:** 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 (disabled children are particularly vulnerable) to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

**Neglect:** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate caregivers)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Grooming:** very commonly plays a key part in the sexual abuse of children. It refers to a process by which an individual manipulates those around them – typically (but not only) the child – to provide opportunities to abuse. It can involve communication with a child where this is an intention to commit a sex offence in person and/or online.

**Extremism:** goes beyond terrorism and includes people who target the vulnerable, including the young, by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. Calls for the death of members of our armed forces is classed as extremist.

**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 makes it illegal to

practise FGM in the UK or to take women and girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in another country.

**Bullying:** is the use of aggression with the intention of hurting another person this may be by an adult towards a child or peer on peer abuse. Bullying results in pain and distress to the victim. Bullying can be:

- Emotional being unfriendly, excluding (emotionally and physically) sending hurtful text messages, tormenting, (e.g. hiding football boots/shin guards, threatening gestures);
- Physical pushing, kicking, hitting, punching or any use of violence;
- Sexual unwanted physical contact or sexually abusive comments;
- Discriminatory comments, jokes about or targeted abuse aimed towards disabled children, homophobic, transphobic, sexist, gendered, racist or faith based comments;
- Verbal name-calling, sarcasm, spreading rumours, teasing.

**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. This could take the form of posting derogatory abusive comments, videos or images on social media. Bullies often feel anonymous and 'distanced' from the incident when it takes place online and 'bystanders' can easily become bullies themselves by forwarding the information on.

**Discriminatory abuse:** Abusive or bullying behaviour 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'. Discriminatory behaviour is unacceptable and will be reported to The FA. This includes incidents on and off the pitch (including social media).

**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 Children, Young People and Adults at Risk are not afforded the necessary priority, compromising their welfare, for example, allowing abusive or concerning practices to go unreported, placing Children, Young People and Adults at Risk in potentially compromising and uncomfortable situations, failing to ensure the safety of Children, Young People and Adults at Risk, ignoring health and safety guidelines, or giving continued and unnecessary preferential treatment to individuals.

**Hazing:** Any rituals, initiation activities, actions or situations, with or without consent, which recklessly, intentionally or unintentionally endangers the physical or emotional wellbeing of Children, Young People and Adults at Risk.

Peer-on-peer abuse: Children can abuse other children. 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 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.
- 'Upskirting', which typically involves taking a picture under a person's clothing without them knowing, 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.

**Infatuations:** Children, Young People and Adults at Risk 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. They should therefore ensure that their own behaviour is above reproach. A member of Staff who becomes aware that a Child, Young Person or Adult at Risk may be infatuated with him/her or with a colleague, should discuss this at the earliest opportunity with the Safeguarding Team.

**Domestic violence or abuse:** is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It can seriously harm children and witnessing domestic abuse is child abuse. It's important to remember domestic abuse:

- Can happen inside and outside the home;
- Can happen over the phone, on the internet and on social networking sites;
- Can happen in any relationship and can continue even after the relationship has ended.
- Both men and women can be abused or abusers.

**Child Criminal Exploitation:** is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. 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.

In addition, [Keeping Children Safe in Education](#) statutory guidance identifies that there are wider safeguarding issues that we need to consider and act upon. These include:

Child Sexual Exploitation

Peer on peer abuse

Female Genital Mutilation (FGM)

Child Criminal Exploitation

Serious violence

Mental Health

### **Further information:**

The guidance should be read alongside:

- statutory guidance Working Together to Safeguard Children.
- departmental advice What to do if you are Worried a Child is Being Abused - Advice for Practitioners; and
- departmental advice Sexual Violence and Sexual Harassment Between Children in Schools and Colleges

### **The Club's Prevent Duty**

The Prevent Duty requires all specified authorities to work to prevent people from being drawn into terrorism. This duty is part of the Counter Terrorism and Security Act 2015, this came into effect in July 2015.

This duty will:

- respond to the ideological challenge of terrorism and the threat we face from those who promote it;
- prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support; and
- work with sectors and institutions where there are risks of radicalisation that we need to address.

The Prevent Duty refers to all schools and childcare providers and the Club's Academy therefore is classed as a specified authority. The Government has defined extremism in the Prevent strategy as: "vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces".

The Academy is committed to all forms of safeguarding and our young players well-being. The Prevent Duty will form part of this; we will work together to identify any



child or young person who is vulnerable to radicalisation and take appropriate action to protect them and we will promote fundamental British values in our teaching and coaching activities.

Signs of radicalisation include but are not limited to:

- isolating themselves from family and friends.
- talking as if from a scripted speech.
- unwillingness or inability to discuss their views.
- a sudden disrespectful attitude towards others.
- increased levels of anger.
- increased secretiveness, especially around internet use.

Children who are at risk of radicalisation may have low self-esteem or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family.

The Clubs Head of Safeguarding (HOS) will make a referral to the Channel programme if there is a concern about radicalisation. The Channel programme focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. The programme uses a multi-agency approach to protect vulnerable people by:

- identifying individuals at risk.
- assessing the nature and extent of that risk.
- developing the most appropriate support plan for the individuals concerned.

The Club will then work in partnership with all those involved in the Channel programme to ensure the well-being of that child or young person - <https://www.gov.uk/government/publications/channel-guidance>. The Academy and other key Club staff will be trained in the Prevent Duty via the Home Office WRAP (Workshop to Raise Awareness of Prevent) training.

The Club will have an IT user policy in place that all staff and scholars will be asked to sign, which highlights the usage of the Clubs IT equipment with regard to the Prevent Duty.

Web filtering is in place to ensure there is not access to online known radicalisation sites or searches for extremist material.

The Club will be working and engaging with the West Midlands Counter Terrorism Unit who deliver the Football Prevent Project. Prevent training will be delivered to Club staff.



For more information please read the Club's PREVENT, RADICALISATION AND EXTREMISM POLICY.

### **Harmful Sexual Behaviour**

Harmful Sexual Behaviour (HSB) is defined as "Sexual behaviours expressed by children and young people under the age of 18 that are developmentally inappropriate, may be harmful towards self or others, or be abusive towards another child, young person or adult." (Derived from Hackett, 2014).

HSB may include:

- inappropriate touching.
- using sexual violence or threats.
- sexual activity that involves force, coercion, or persuasion.
- sexual bullying (both online and offline) for example enticement to perform sexual acts, production of sexual photos, sexting.

Children and young people have been found to engage in a wide range of harmful sexual behaviours including both contact (touching, masturbation, penetration) and non-contact (grooming, exhibitionism, voyeurism, and sexting or taking film of sexual acts via smart phones and social media applications) behaviours.

Sexual behaviour between children is also considered harmful if one of the children is much older, particularly if there is more than two years' difference in age or if one of the children is pre-pubescent and the other isn't. However, children can be sexually abused by same aged peers, and a younger child can abuse an older child, particularly if they have power over them – for example, if the older child has a disability (Rich, 2011; Yates et al, 2012). Around a third of sexual abuse is committed by children and young people.

The key indicators of HSB are:

- Signs of bullying environments/ incidents; dominance.
- Changes of behaviour in an individual.
- Individuals trying to avoid another club member; absences from training or changing rooms.
- Games/banter which involve sexual touching.
- Pictures of body parts being taken particularly without consent.
- Behaviours in changing rooms which make other people feel uncomfortable.

The Club acknowledges that for some people reporting sexual behaviours will be uncomfortable, but it is essential that any information about HSB is passed on to the Head of Safeguarding HOS or Academy Safeguarding Lead (ASL) as soon as possible. If HSB is observed the following process will be followed:

- The behaviour will be stopped.
- The behaviour will be defined (describe the behaviour accurately to avoid any misunderstanding for the child or young person involved).
- The incident will be reported immediately to the HOS or ASL.
- The incident will be recorded as specifically as possible on MyConcern - what was seen and heard. Both the young person's and the victim's response will be included and passed to the HOS as soon as possible.
- The HOS will consider the level of concern and may consult statutory authorities before making a formal referral, involving parents (unless this would pose a risk to the young person), review with FA Safeguarding team and take advice for the HOS.
- The HOS will then work with the ASL and other staff who work with the young person to ensure that the individual has no opportunity for unsupervised contact with other potentially vulnerable children or young people, including the suspected victim.

Remember it is not the role of the Club to distinguish between experimental and harmful sexual behaviours in children and young people.

### **Positions of Trust**

The Sexual Offences Act 2003 (the Act) states that any sexual activity involving children under 16 is unlawful. The Act addresses the abuse of positions of trust and the need to protect young people aged 16 and 17 who, despite reaching the age of consent for sexual activity, are vulnerable to sexual abuse and exploitation, in defined circumstances. This includes sexual activity and relationships with adults who hold a position of trust, responsibility or authority in relation to them and, as a result, have a considerable amount of power and influence in their lives. The law defines specific roles and settings where sexual activity between 16 and 17 year-olds and those in positions of trust, responsibility or authority constitutes a criminal offence.

This legislation does not include sports roles (e.g. coaches, instructors or helpers) or sports organisations and settings (e.g. clubs, leisure facilities or events) within these definitions.

The Club defines all roles within the Club, Academy, and coaching staff that come into contact with children and young people as positions of trust and therefore ban any sexual relationships/activity between adults in those roles and 16 – 17 year olds for whom they are in a position of authority.

All staff should ensure they maintain healthy, positive and professional relationships with all athletes. Coaches and others in positions of authority and trust in relation to players aged 16 and 17 years must not engage in sexual relationships with them while that unequal power relationship exists.

Any allegations regarding position of trust abuse will be dealt with by the WHISTLEBLOWING POLICY (available on the Club's website), alongside the DISCIPLINARY POLICY which is in the club's Staff Handbook.

If anyone suspects that an abuse of a position of trust has occurred, is occurring or may occur should report this to the HOS or ASL. They will ask you to make a written record of your concerns and relevant details on MyConcern.

If you feel your concern has not been dealt with appropriately, you can consult with the Local Authority Designated Officer (LADO) whose details should be available through [Coventry City Council's Children's Social Care Department](#) Tel: **024 7697 5483** Email: [lado@coventry.gov.uk](mailto:lado@coventry.gov.uk) and whose duties include responding to concerns about potential breaches of positions of trust. Alternatively, you can seek advice from the 24-hour NSPCC Helpline – 0808 800 5000.

### **The role of the Designated Safeguarding Officers (DSO)**

The Club has appointed a number of Designated Safeguarding Officers (DSO) in line with the EFL's role profile and required completion of the Safeguarding Children Workshop. The DSOs operate under the guidance of the Head of Safeguarding (HOS), Academy Safeguarding Lead (ASL) and the Senior Safeguarding Manager (SSM).

These post holders will be trained in Safeguarding and will receive ongoing training and from the Club and the EFL, where appropriate. They will also play a proactive role in increasing an awareness of poor practice and abuse amongst club members.

### **The Clubs Head of Safeguarding (HOS) includes but is not limited to the following**

- Be the main point of contact and deal with all Club safeguarding concerns.
- Maintain accurate and confidential records on MyConcern.
- Work with the Academy Safeguarding Lead (ASL) and Senior Safeguarding Manager (SSM) to ensure that action plans as a result of audit(s) are prioritised and that the safeguarding strategy is followed.
- Meet with the ASL and DSOs to discuss ongoing cases, issues, and best practice.
- Work with staff (match day and non-match day) to ensure that safeguarding is a key consideration in key activities and that there is a safeguarding implementation plan in place for every activity and all staff understand their safeguarding responsibility.
- Ensure DBS checks are in place and check the Single Central Register.
- Work with the ASL and SSM to effectively conduct robust initial investigations of all safeguarding concerns raised by children, their families, colleagues, and/or external parties/professionals to legislative and best practice requirements.

- Ensure that all concerns and safeguarding information is logged and stored securely in line with GDPR.
- Liaise with the HR team where the acts or omissions of a member of staff has/may impact on the safeguarding of their players.
- Contribute to the induction programme and training for new/existing staff regarding safeguarding and undertake safeguarding training with all staff/volunteers annually.
- Coach, support and develop staff understanding to ensure high standards of care, values, ethics, equality and diversity, policies and procedures, legislation and contractual requirements are met.
- Assess information from staff regarding concerns about children and vulnerable adults and make referrals to the SSM.
- Work with the ASL and SSM to refer any relevant information with Police, Local Authorities, and other statutory organisations, when safeguarding matters arise, in urgent situations make appropriate external referrals and record accurate details on MyConcern.
- Encourage good practice by promoting and championing the safeguarding policy and procedures throughout the Club.
- Understand and implement the Club's Safeguarding policy, procedures, and best practice guidelines in your role.
- Attend EFL, other external training and online training as required.
- The HOS may take advice from the EFL before a decision is made.
- The HOS will ensure details of all referrals or allegations are passed on to the EFL and the Football League case management team within 72 hours.
- Refer cases to the Disclosure and Barring Service (DBS), Disclosure Scotland, or Access NI, Independent Safeguarding Authority (ISA), Local Authority Designated Officer (LADO) and the FA where a member of staff has been dismissed.
- The HOS should ensure that all written records relating to the incident are kept indefinitely, in a secure location. All electronic records are stored in a restricted area and all incidents are recorded on a central record on MyConcern
- Deliver staff safeguarding inductions and provide ongoing safeguarding training to all staff dependent on their role.
- As required, liaise with the local authority designated officer (LADO) at the local authority if a concern has arisen regarding a member of staff.
- Act as a source of support, advice, and expertise for staff.
- Meet with the Clubs SSM to discuss ongoing cases, issues, and best practice and provide reports to the Board.
- Support Club staff and volunteers who are responsible for making referrals across the club.

**The Academy Safeguarding Lead includes but is not limited to the following**

- Be the main point of contact and deal with all Academy Safeguarding concerns under the supervision of the HOS.

- Maintain accurate and confidential records on MyConcern.
- Work with the Head of Safeguarding to ensure that action plans as a result of audit(s) are prioritised and that the safeguarding strategy is followed.
- Meet with the Academy DSOs to discuss ongoing cases, issues, and best practice.
- Work with Academy staff to ensure that safeguarding is a key consideration in key activities and that there is a safeguarding implementation plan in place for every activity and all staff understand their safeguarding responsibility.
- Ensure DBS checks are in place and maintain the Single Central Register.
- Work with the Head of Safeguarding to effectively conduct robust initial investigations of all safeguarding concerns raised by children, their families, colleagues, and/or external parties/professionals to legislative and best practice requirements.
- Ensure that all concerns and safeguarding information is logged and stored securely in line with GDPR.
- Liaise with the HR team where the acts or omissions of a member of staff has/may impact on the safeguarding of their players.
- Contribute to the induction programme and training for new/existing Academy staff regarding safeguarding.
- Coach, support and develop Academy staff understanding to ensure high standards of care, values, ethics, equality and diversity, policies and procedures, legislation and contractual requirements are met.
- Assess information from Academy staff regarding concerns about children and vulnerable adults and make referrals to the HOS.
- Work with the HOS to refer any relevant information with Police, Local Authorities, and other statutory organisations, when safeguarding matters arise, in urgent situations make appropriate external referrals and record accurate details on MyConcern.
- Encourage good practice by promoting and championing the safeguarding policy and procedures throughout the Club.
- Undertake announced and unannounced visits to Host Family Accommodation with the Head of Academy Player Care to ensure that they comply fully with safeguarding requirements and make recommendations where appropriate.
- Understand and implement the Club's Safeguarding policy, procedures, and best practice guidelines in your role.
- Attend EFL, other external training and online training as required.
- The ASL may take advice from the EFL before a decision is made.
- The ASL will ensure details of all referrals or allegations are passed on to the EFL and the Football League case management team within 72 hours.
- Refer cases to the Disclosure and Barring Service (DBS), Disclosure Scotland, or Access NI, Independent Safeguarding Authority (ISA), Local Authority Designated Officer (LADO) and the FA where a member of staff has been dismissed.
- The ASL should ensure that all written records relating to the incident are kept indefinitely, in a secure location. All electronic records are stored in a

restricted area and all incidents are recorded on a central record on MyConcern

- Provide ongoing safeguarding training to all Academy staff dependent on their role.
- As required, liaise with the local authority designated officer (LADO) at the local authority if a concern has arisen regarding a member of staff.
- Act as a source of support, advice, and expertise for Academy staff.
- Meet with the Clubs HOS to discuss ongoing cases, issues, and best practice.
- Support Academy staff and volunteers who are responsible for making referrals across the club.

### **The role of the Senior Safeguarding Manager**

The Club has a Senior Safeguarding Manager (SSM) who oversees Safeguarding at the Club:

- Operational leadership responsibilities for safeguarding across the Club.
- Liaise with the Head of Safeguarding (HOS) - usually daily.
- Work with the Board to ensure safeguarding is at the heart of the Club's ethos and that all staff are supported in knowing how to recognise, respond, and report potential concerns.
- Liaise with the Executive Chairman to keep him informed of any safeguarding issues, especially ongoing enquiries and police investigations.
- Ensure that the Club has a dedicated full time HOS to carry out the day-to-day Club management of safeguarding.
- Allocate an annual budget for Safeguarding.
- Update the Board with safeguarding issues and development.

The Club's DSOs are detailed on the Club's website or by writing to Coventry City Football Club, Sky Blue Lodge, Leamington Road, Ryton on Dunsmore, CV8 3FL.

The Club's Senior Safeguarding Manager is David Boddy [safeguarding@ccfc.co.uk](mailto:safeguarding@ccfc.co.uk)

The Club's Head of Safeguarding is Kirstie Patrick [Kirstie.Patrick@ccfc.co.uk](mailto:Kirstie.Patrick@ccfc.co.uk)

The Academy Safeguarding Lead is currently being recruited.

Any allegation, disclosure, or suspicion of abuse needs will be taken seriously and handled in a sensitive manner. Individual members of staff should wherever possible, deal with safeguarding disclosures with the help of a DSO, ASL, HOS, or SSM and should always refer to the HOS if available, who will undertake the interview. Information should be strictly limited to those who need to know.

### **Process**

As outlined in Part One of Keeping Children Safe in Education

'if, at any point, **there is a risk of immediate serious harm** to a child the police should be contacted (999) and a referral should be made to children or adult Social Care immediately. Anybody can make a referral'.

If this ever happens, staff must inform the HOS at the first possible moment and log the incident on [MyConcern](#).

Staff should **ALWAYS** make it clear to a young person that they cannot make guarantees of confidentiality.

**The following forms a checklist for those dealing with a disclosure:**

- Listen carefully to what is being said.
- Keep questions to a minimum, just to clarify what is being said.
- Avoid leading questions, prompting, or making comments.
- Suspend your own judgement – remember that you are not investigating the matter.
- Inform the young person of the actions that will follow your conversation and assure them that they will be kept informed of all developments.
- Staff should support the student and give reassurances whilst explaining which other people will need to know about the allegations.
- Staff should make notes of the conversations and record them on MyConcern which may be shared by the investigating agency (e.g. Social Services) including the below.

**During or immediately after the disclosure record the following on MyConcern:**

- Names of those present during the disclosure/allegation.
- Address and contact of the young person.
- Date of birth.
- Ethnic origin.
- Other agencies already involved.
- Date and time of the conversation.
- Place where the alleged abuse happened.
- Brief description of the allegation.
- Any visible injuries.
- Any alleged injuries.
- The young person's preferred action.
- Means of contacting the young person.
- Next steps and follow-up agreed.

**Bullying**

We acknowledge and endorse the EFL's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our Club. We have a separate Anti-bullying process in place which outlines in detail how the Club deals with bullying.



This is set out in the Club's ANTI BULLYING POLICY. Incidents need to be reported to the DSO and in cases of serious bullying, the County FA's Welfare Officer will be contacted.

### **Safer Recruitment**

We endorse and adopt the EFL's Safeguarding Guidelines for Safer Recruitment and will:

- Develop a role profile.
- Require applicants to complete an application form in iRecruit.
- Request and validate identification documents.
- As a minimum, meet and chat with the applicant(s) and where possible conduct interviews before appointing with specific questions around safeguarding included in this process relevant to the role.
- Request two written references before appointing.
- Require an FA DBS Enhanced Disclosure where appropriate in line with EFL guidelines as a condition of employment.
- Comply with the Club's [SAFER RECRUITMENT POLICY](#)

All current Club employees, contractors and volunteers with direct access to children and young people will be required to complete a DBS Enhanced Disclosure. The Club reserves the right to undertake risk assessments of any individuals whose DBS Enhanced Disclosure confirms content that is considered to be relevant. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of the Club, guidance will be sought from the EFL.

It is noted and accepted that the EFL will consider the relevance and significance of the information obtained via The FA DBS Enhanced Disclosure and that all decisions will be made in the best interests of children and young people.

It is accepted that the EFL aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football. The Club commits to ensure that it will do all it can to ensure that children and young people are fully protected. A separate SAFER RECRUITMENT POLICY is to be used in conjunction with this policy. A copy is available on the Club's [website](#).

### **Whistleblowing**

The Club supports the EFL's Whistleblowing Policy. A copy of Club's WHISTLEBLOWING POLICY can be found on the Club's [website](#). Any adult or young person with concerns about a colleague can 'whistle blow' by contacting the HOS, ASL

and/or the Child Protection Advisor at the EFL on 01772 325811, or by writing to them at the EFL, EFL House, 10-12 West Cliff, Preston, Lancashire, PR1 8HU or by going directly to the Police, Social Services or the NSPCC.

**Coventry City Football Club encourages everyone to know about Whistleblowing and utilise it if necessary.**

Codes of Conduct for players, parents or spectators, adults working with children and volunteers have been implemented by the Club. In order to validate these Codes of Conduct, the Club has clear sanctions to deal with any misconduct at Club level and acknowledges the possibility of potential sanctions which may be implemented by leagues or the County FA in more serious circumstances.

**Safeguarding Policies**

This policy is the main guidance for safeguarding children at the Club. The following policies are available and located in the Club's intranet and is accessible to all staff:

- Academy Players Selected for First Team Policy
- Acceptable Use of IT Policy
- Accident Reporting Policy
- Adults at Risk Policy
- Anti-Bullying Policy
- Ball Collector Policy
- Changing Facility Policy
- Complaints Policy
- Guidance for Bringing Children to Football Matches
- Health and Safety Policy
- Host Family Accommodation Policy
- Keeping Children Safe in Education Policy
- Late Collection of Children Policy
- Managing Allegations Policy
- Match Day Code of Conduct
- Match Day Safeguarding Plan.
- Mental Health, Emotional Wellbeing & Welfare
- Online Guide for Hosts, Parents & Carers
- Photography & Digital Images Policy
- Prevent, Radicalisation & Extremism Policy
- Risk Management
- Safeguarding Policy
- Safeguarding Children Policy
- Safeguarding & Covid-19 Amendment.
- Safer Recruitment Policy
- Scouts Policy & Code of Conduct
- Speak Up Policy
- Mascot Policy

- Social Media Policy
- Stress Management Policy
- Transport Policy
- Trips, Tours, & Tournaments Policy
- Whistleblowing Policy
- Youth Produced Sexual Imagery Policy

# Safeguarding Useful Information



Each QR Code will lead you to the website of the organisation for further Information, Help and Guidance!



Coventry MASH  
Safeguarding Issues



West Midlands Police  
Youth Violence



Coventry Prevent  
Radicalisation



MIND  
Mental Health



Bullying UK  
Sexting



NSPCC  
Child Exploitation



Warwickshire Council  
Children Missing Education



Gangsline  
Gang Crime



Hello Cov  
Violent Crime

Update Responsibility: HOS	Revision version: 6
	Date for Revision: May 2024

## Review History

<b>Number</b>	<b>Date</b>	<b>Review details</b>	<b>Authorised by:</b>	<b>Endorsed by Board</b>
1	Feb 2019	Development and creation of document.	Sandra Garlick (HR)	Tim Fisher, Director
2	Aug 19	Review and update	Sandra Garlick (HR)	Tim Fisher, Director
3	Nov 2020	Review and update	Sandra Garlick (HR)	Tim Fisher, Director
4	Jan 2022	Review and update	Sandra Garlick (HR)	Tim Fisher, Director
5	Aug 2022	Review and update	Sandra Garlick (HR)	Tim Fisher, Director
6	Jan 24	Review and update	Sandra Garlick (HR)	Doug King, Director