

## Safeguarding Children Policy

<b>Date of last Review</b>	July 2025	<b>Reviewed by</b>	Head of Foundation & Safeguarding Trustees
<b>Date of next Review</b>	July 2026	<b>To be reviewed by</b>	Head of Foundation & Safeguarding Trustees

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## Scope of the policy

This policy covers all activities where participants and beneficiaries are under the age of 18 within the Cambridge United Foundation (CUF) and any external managed activities. The policy applies to all staff including paid staff, volunteers, sessional workers and agency staff and board members as well as participants and beneficiaries.

The requirements and ethos of this policy must always be considered and integrated with all other CUF documents, policies, and procedures.

## Commitment Statement

CUF is dedicated to safeguarding the welfare of every child, young person, and adult at risk under our care, providing a safe environment for all, including children with special educational needs and/or disabilities. We recognise everyone's right to protection from harm and exploitation, giving equal priority to all regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, nationality, or socio-economic background. Our commitment includes adopting best practices, offering support, and ensuring the well-being of those in our care.

This policy outlines our commitment to protecting children, establishing our key objectives for all staff and volunteers:

- **Safe Environment:** Provide a safe space for personal development, participation, and enjoyment.
- **Protection and Action:** Identify those suffering or at risk of harm and take appropriate action to ensure their safety.
- **Awareness and Promotion:** Raise awareness on welfare issues and promote a safe environment and behaviour.
- **Risk Identification and Reporting:** Aid in identifying at-risk individuals and establish procedures for reporting concerns.
- **Handling Allegations:** Establish and maintain procedures for reporting and dealing with allegations of abuse against anyone working for the Foundation or our Partners.
- **Safer Recruitment:** Ensure the safer recruitment of all Trustees, staff, and volunteers.

The Foundation's board will approve and annually review these policies and procedures to uphold our commitment to safeguarding.

## How this policy is communicated

This policy is communicated to partners, support agencies, participants, and beneficiaries (and their parents/carers, where relevant) via publication on the Foundation website and is sent to all partners, support agencies, staff, and volunteers when they join. The policy is updated every year and re-circulated among partners, support agencies, staff, board members, volunteers, and beneficiaries at that time.

Note!

All policies named in this document can be found on the Foundation's website: <https://www.cufcfoundation.com> and are referenced clearly throughout this policy;

## Equality Statement

This policy outlines a strong commitment from the CUF to the safeguarding agenda and the promotion of wellbeing. As per CUF's Equality Policy all children have an equal right to protection by the CUF, and CUF is committed to providing equal opportunities for all staff, volunteers and beneficiaries and other individuals with whom we engage. Including children with special educational needs and/or disabilities.

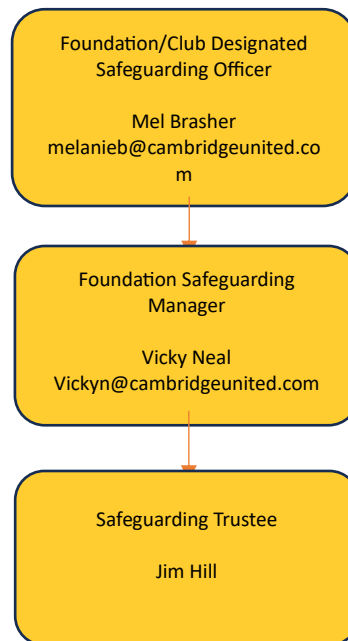
## Roles and responsibilities

The Foundation's Board of Trustees has ultimate responsibility for leadership and oversight of the organisation's safeguarding.

All staff are responsible for working together to ensure effective safeguarding of the organisation, its beneficiaries and management team members to demonstrate leadership in creating and maintaining an environment of safeguarding.

<b>Contact List</b>	
Mel Brasher	07802 461995
Vicky Neal	07799 049395
Email Address - <a href="mailto:safeguarding@cambridgeunited.com">safeguarding@cambridgeunited.com</a>	

Below is Cambridge United Foundation’s Safeguarding Structure showing lines of reporting.



### Management and Review:

A monthly review tracks concerns listed on MyConcern along with Action Plan progress. Any corrective actions will be agreed and scheduled. Members present will be: Foundation Safeguarding Manager, Designated Safeguarding Officer, and Safeguarding Trustee.

Every third month the group will include an “Oversight” into the agenda to consider any impact of changes to Legislation and any club/foundation trends and/or trends advised by the EFL, FA or LADO/Local Safeguarding Network. A second Trustee will be invited to attend these reviews.

Every year an Annual Safeguarding Review will take place to include outcomes from the Impact report with a report produced for the Board of Trustees approval. The second Trustee will be invited to attend.

### Listening Culture:

Views from partner organisations will influence Service Level Agreements and sessions provided along with their design. In addition, sessions offered, and their design and style of delivery will be reviewed from views and feedback from beneficiaries obtained from online surveys, verbal feedback at events and sessions, from the Safeguarding Community Champions Group as well as Trustee Board members and members of staff.

### Role of the Designated Safeguarding Officer:

CUF has a Designated Safeguarding Officer (DSO) who has responsibility for the safeguarding of children at CUF. The DSO will;

- Make the decision to investigate any allegations or concerns of abuse.
- Address any immediate protection issues.
- Ensure all concerns, allegations and disclosures are recorded using the MyConcern system.
- Follow advice from the FA Professional Game Safeguarding Officer concerning a decision to refer to an appropriate statutory agency (Police or Social Care).
- Liaise with local Safeguarding Children's Partnerships.
- Ensure staff are trained on Foundation safeguarding procedures.
- Ensure they undertake regular and appropriate training for the role.
- Source appropriate external training for safeguarding supported by the EFL Safeguarding Team. Both mandatory and optional training sessions are regularly communicated to staff, with registers and certificates of those that complete the training kept on record.
- Maintain up-to-date training record on the foundation's SCR.
- Undertake regular monitoring and risk assessments of activities involving children.
- Undertake the DBS process and record keeping to ensure timely 3-year checks are maintained.

Anybody with a concern about a child or young person's welfare should contact the SSM or DSO direct, or their line manager for advice in the first instance.

### **Role of the Senior Safeguarding Manager:**

The Safeguarding Senior Manager (SSM) has overall responsibility for the safeguarding of children and staff at the Foundation. The SSM will;

- Report to the Board through the Safety Risk Register and recommend for changes to this Policy and any other Policies and Procedures impacted by outcomes of review, concerns, or Legislative changes.
- Maintain the Safeguarding Management Process.
- Has overall responsibility for safeguarding training to be provided during Induction and maintained for all staff and volunteers.
- Create an environment of listening to the needs of participants and staff.

### **Role of the Designated Safeguarding Trustee:**

The Safeguarding Trustee has the role of:

- Working with the DSL/DSO and senior management team to ensure the organisation's safeguarding strategy is underpinned by Legislation & guidance (Statutory & non-statutory).
- Ensure the effectiveness of safeguarding arrangements, including policies & procedures and that these are reviewed regularly by the Board of Trustees for approval.
- Championing safeguarding throughout the organisation and ensuring safeguarding is part of the continued professional development and support for the Board of Trustees, staff, and volunteers to develop their commitment and understanding.

### **All employees, contractors and volunteers are expected to;**

- Be alert to signs of abuse and radicalisation and take responsibility for referring concerns to the Designated Safeguarding Officer.
- Be prepared to listen to and take seriously the concerns of children.
- Abide by the codes of conduct for employees and volunteers.
- Promote the health, safety, and welfare of children.
- Maintain records as necessary.
- Set a good example to children by their own behaviour.

### **Key regulations and Legislation**

Cambridge United Foundation is governed by the Legislation and rules and regulations set out by key governing agencies including the Government, The Football Association, The Premier League, The EFL and the NSPCC Child Protection in Sport Unit. This safeguarding policy has been developed with reference to the policies and procedures of these organisations and is underpinned by the following current Legislation:

- Working Together to Safeguard Children

- Keeping Children Safe in Education
- The Prevent Duty
- The Children Act
- What to do if you're worried a child is being abused Advice for Practitioners
- Safeguarding Vulnerable Groups Act
- Protection of Freedoms Act
- Female Genital Mutilation Act
- Sexual Offences Act
- UN Convention on the Rights of the Child
- The Mental Capacity Act
- The Care Act
- Every Child Matters
- Human Rights Act
- The Equality Act
- Children and social work act
- Standards for Safeguarding and Protecting Children in Sport (NSPCC and CPSU).

*Note, See appendix E for definitions and appendix D for key contacts and helpful resources.*

### **Action to be taken when a disclosure is made**

- Remain calm.
- Reassure the person they have done the right thing in telling you.
- Listen carefully to what is said.
- Keep a record of exactly what was said (Who? When? Where? What happened?)
- Do not promise to keep the information a secret.
- Keep questions to a minimum and only ask open questions or clarifying questions.
- Allow the person to continue talking, not asking them to wait until someone else is present.
- Do not ask leading questions.
- Explain to them the next steps and who you will need to tell.
- Do not confront the alleged abuser.
- If the alleged abuser is a parent, do not immediately tell the parent about the child's disclosure. Seek advice from the DSO or SSM
- Seek advice from a member of the CUF Safeguarding Team, or if not available from the NSPCC 24 helpline, follow their advice and then report your action as soon as possible to a member of the CUF Safeguarding Team
- Record the information onto MyConcern

*For full guidance on what to do when you have a concern, please see Appendix A:*

*CUF Staff: Use MyConcern*

*Non-Staff will use the Incident Referral Form in Appendix B and send to your DSO.*

### **Actions (to be taken by the Foundation):**

CUF have a responsibility to ensure all children are protected and should:

- Take all disclosures very seriously and report to the SSM/DSO for further investigation.
- Encourage all individuals to speak and share their concerns at all times.

- Reassure the person that they can trust you, however, you cannot promise that you will not pass the information onto someone else (e.g., DSO OR SSM)
- Keep detailed records of what was said (What happened? Who was involved? When? Where did it happen?) on MyConcern.
- Report any signs of self-harm, or intention to self-harm, immediately.
- Regularly reinforce the CUF's anti bullying environment and behaviour standards.
- Ensure all children/parents/carers are provided a copy of the Welcome Pack.
- Fosters an environment that listens to staff and children.
- Develop relationships with external safeguarding agencies.

### **Actions (towards those accused.):**

CUF will liaise with the appropriate safeguarding staff to action the following where appropriate:

- Concerns will be reported to the appropriate safeguarding partners, depending on the nature of the concern. (e.g., FA Professional Game Safeguarding Manager)
- The allegations will be investigated, and appropriate action will be taken.
- Appropriate agencies will be consulted where necessary as agreed with the FA Professional Game Safeguarding Manager.
- Ensure relevant staff are aware of the situation so that they can monitor the situation and reduce the likelihood repeat offending.
- Record of all concerns will be maintained on MyConcern- see 'Reporting a concern' and 'Trusted user' guides in key documents for guidance.

### **Good practice:**

Below are examples of good practice of how to create a suitable environment and culture within Cambridge United Foundation:

- CUF board members, staff, volunteers, session workers and agency staff endeavour to encourage an environment where participants and beneficiaries are listened to and heard, with ideas for improvement logged and considered for developing this Policy, Procedures and Activities.
- Confidence in all staff and volunteers is enhanced through mandatory DBS clearance- see DBS Policy
- All staff, volunteers, participants and parents/carers should be aware of the CUF's Code of Conduct and therefore know what is expected of them in terms of their behaviour.  
See: <https://www.cufcfoundation.com/wp-content/uploads/2024/03/Code-of-Conduct-July-2024.pdf>
- All staff are responsible for their own actions and behaviour and should avoid any conduct that would lead any reasonable person to question their motivation and intentions.
- Treating individuals equally and with respect.
- Be aware of relationships between beneficiaries and proactively endeavour to achieve harmony, preventing the potential of peer-on-peer abuse/conflict.
- Putting the welfare of each person at the forefront of all activities.
- Building balanced relationships built on mutual trust and maintaining professional boundaries at all times.
- Ensuring any allegations regarding an individual's welfare are reported and acted on appropriately.
- Reinforcing and promoting to parents, players, and participants that they can talk to the CUF about any concerns.
- Giving constructive feedback.
- Being a good role model.
- Knowing who the appropriate Safeguarding Officer is and how to contact them. All staff must have safeguarding mobile numbers saved in their phone.
- Risk Assessment process must be followed.
- Parental consent must be obtained before any child or young person participates in any activity.

### **Lone Working**

Avoid spending time alone with children away from others except in an emergency situation.

Please refer to our lone working policy for guidance.

<https://www.cufcfoundation.com/policies>

### **Low Level Concerns (Sometimes known as Poor Practice.):**

Low-level concerns are behaviours which fall below the threshold required by the Foundation, as set out in their Code of Conduct. Whilst the behaviour may not be immediately dangerous or intentionally harmful, it does set a poor example and may lead to harm or put a child in danger. To allow low-level concerns to continue unchallenged may result in an environment developing in which abuse may be able to take place. It can also normalise behaviour which is unacceptable and should not be condoned.

Appendix E on page 21 of this Policy provides examples of low-level concerns, but this is a non-exhaustive list.

The Foundation's Designated Safeguarding Officer will investigate all low-level concerns and outcomes may be reported to the FA who will maintain a central database, this to track individuals who move clubs/Foundations.

The FA Professional Game Safeguarding Manager is available to provide guidance and advice to the Designated Safeguarding Officer where those accused are, or have been, affiliated in football, and where the accused is from outside football then the LADO is best placed to provide advice.

## **Expectations of Participants, Beneficiaries, and other individuals with whom we engage.**

Always abide by the Code of Conduct.

Mutual respect is expected as the basis for the success and enjoyment of all activities. This includes:

- Administration
- Timeliness
- Performing as best as you can
- Respectful behavior, consideration of the impact upon the mental health of yourself and all others
- Listening and responding positively
- Sharing ideas, concerns and providing feedback
- Dressing appropriately
- Taking care of your own personal needs
- Respectful communication, particularly the use of social media and e-sports
- Comply positively to the requirements of Codes of Conduct

## **When to inform other agencies**

The Senior Safeguarding Lead/Designated Safeguarding Officer must always be informed of concerns and based upon threshold limits may decide to involve the FA Professional Game Safeguarding Manager who will direct and advise reporting to any other agency; the LADO, Peterborough & Cambridgeshire Safeguarding Partnership Board, Police, Social Services EFL Trust, County FA, etc.

## **Allegations against a member of staff, volunteer, session worker, or agency staff.**

Where there is a complaint against a member of staff there may be internal and external types of investigation.

For full guidance on what to do when you have a concern please see Appendix A, page 12, and for all referrals complete the Incident Referral Form in Appendix B, page 13, and send to your DSO/SSM/alternative body as outlined where appropriate.

## **Internal enquiries and suspensions**

- The Head of the Foundation (Senior Safeguarding Manager) will make an informed decision of whether the member of staff should be temporarily suspended following allegations and police and Children's Social Care enquiries.
- Irrespective of the findings, the Foundation will assess the case to decide whether a member of staff can be reinstated and how this can be handled appropriately.
- The welfare of the individual should always remain the paramount concern.
- Should the investigation reveal any breaches of code of conduct, then those matters will be subjected to investigation and appropriate disciplinary/training action taking place where necessary.

- Following discussion and agreement with the FA Professional Game Safeguarding Manager, the SSM will inform the FA/EFL of any serious safeguarding concerns or complaints in order for them to consider the risk posed across football. CUF is legally obliged to inform the Disclosure and Barring Service (03000 200 190) when it is believed that a member of staff has caused harm or is a future risk of harm to vulnerable groups, including children.
- Where there is a complaint against a member of staff, there may be internal and external investigations.

### **Allegations of non-recent abuse (historical abuse)**

Non recent abuse is an allegation of neglect, physical, sexual, or emotional abuse made by or on behalf of someone who is now over the age of 18 years old, relating to an incident that took place when the alleged victim was under 18 years old.

CUF staff are advised to take the same action as with a current Under 18 and report any allegations to the DSO or SSM. This is because other children may still be at risk of harm by this person.

In some cases, the allegation of abuse may be relevant to a member of staff still working with children, either within or outside the Club.

Any non-recent abuse allegations concerning a member of staff must be reported to The FA Professional Game Safeguarding Manager.

### **Confidentiality and information sharing**

Confidentiality is vitally important; however, staff must not make promises to keep the information a secret and will need to inform the individual that this information must be shared with the relevant person and/or authorities.

Information must be shared on a strictly need to know basis, with or without the consent of the individual to whom the information relates or when necessary, the consent of that child's parent or carer (e.g., to the police or Children's Social Care).

All Safeguarding records must be held on MyConcern and remain as confidential as possible and only retain identifying information where necessary. The documents, both physical and digital, will remain in a secure location.

1. Refer to our Privacy Policy for information  
<https://www.cufcfoundation.com/policies>
2. Be open and honest about what information will be shared unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners where necessary.
4. Share information with consent where possible.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected.
6. Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need it, and is shared securely.
7. Keep a record of your decision and the reasons for it. If you decide to share information, then record what is shared, with whom and for what purpose.

### **Support following disclosures**

Consideration should be given about what support may be appropriate to children, parents and members of staff following a disclosure(s). The use of help lines, support groups and open meetings will provide further support.

The DSO and DSM will be able to signpost people to the relevant services depending on the safeguarding concern.

Children's Social Care will also be used as a support for advice, and they can signpost children and their families to support services within the community.

### **Whistleblowing**

Any whistleblowing by staff, volunteers and participants will be dealt with in accordance with the Foundation's Whistleblowing Policy. CUF is committed to ensuring that no member of staff should feel at a disadvantage in raising legitimate concerns. Any concerns around safeguarding should be raised by staff under protection from the Whistleblowing policy.

Any adult or child with concerns about any other person can "whistle blow" by contacting The FA Safeguarding Team on 0844 980 8200 ext. 4787, or by writing to The FA Professional Game Safeguarding Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ. Alternatively, you could go direct to the Police, Children's Social Care or the NSPCC.

Any adult or young person with concerns about a colleague's conduct towards a child can also use whistleblowing by calling 0800 169 1863 and asking for The FA's safeguarding team, or via email to: [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com).

<https://www.cufcfoundation.com/policies>

## Complaints and appeals

Any staff, volunteers and participants who have any complaints regarding Cambridge United Foundation safeguarding should refer to CUF's Complaints Policy. CUF welcomes complaints that can support the organisation to safeguard children and adults at risk in the most effective way.

<https://www.cufcfoundation.com/policies>

Any non-recent abuse allegations concerning a member of staff must be reported to The FA Professional Game Safeguarding Manager Safeguarding Team: 0800 169 1863 or email [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com)

<https://www.cufcfoundation.com/policies>

## Recruitment

Please refer to our safer recruitment policy for further information

<https://www.cufcfoundation.com/policies>

## Photography and digital images

CUF utilises designated photographers within the Foundation to document activities and events. Parental consent must be obtained before any child or young person that is participating in a Foundation activity is photographed or filmed.

The exception to this, when written consent is not required, is when a child or young person attends the Stadium as a spectator (e.g., on a match day) whereby the parent/carer allowing their child to enter the Stadium thereby provides consent for that child's image to be captured and used by the Club. This is in line with EFL Ground Regulations 26 and 27 and does include Kids Zone which is external to the stadium.

<https://www.efl.com/siteassets/efl-documents/ground-regulations.pdf>

Anyone wishing to take photographs at a CUF event must have the written consent of all children and young persons involved in the activity and written confirmation of the purpose of the images, who the images may be shared with and what personal information may accompany the images.

See use of images policy

<https://www.cufcfoundation.com/policies>

## Preventing radicalisation and extremism (Prevent Duty)

Protecting children from the risk of radicalisation is part of CUF's wider safeguarding duty.

All Safeguarding staff, coaching staff, medical and education staff as well as any other staff in contact with children will receive Prevent and general awareness training.

As with managing other safeguarding risks, staff should be alert to changes in behaviour in children and young people that may indicate they are in need of help or protection.

Foundation staff should use their professional judgement in identifying children and young people who may be at risk of radicalisation and report any concerns to a member of the Safeguarding team. If the team are satisfied with the concern, they will then refer it to the Police and Children's Social Care.

If there is immediate risk of a terror activity taking place, you must call 999 or the Anti-Terrorist hotline on 0800 789 321.

## Safeguarding within partnerships

CUF's commitment to Safeguarding is outlined in all partnership agreements, service level agreements or any other agreements that are in place with any service provider or for commissioned services insofar as those services relate to children. And this policy will always be referenced in agreements.

CUF recognise its responsibility to safeguard the welfare of all children participating in Foundation activities at every setting and for Partner Organisations. Preventative measures will be provided as identified through Risk Assessment and Quality Assurance.

In Schools, and Organisations with a DSO and Safeguarding Policy, then the School's/Organisation's Safeguarding Policy will take priority and every concern will be reported to the School/Organisation's DSO for action. To fulfil its safeguarding obligations, CUF will record progress and outcomes on MyConcern of actions taken by partner schools/organisations.

CUF reserve the right to follow its own policy if there is doubt or lack of clarity when working in partnership.

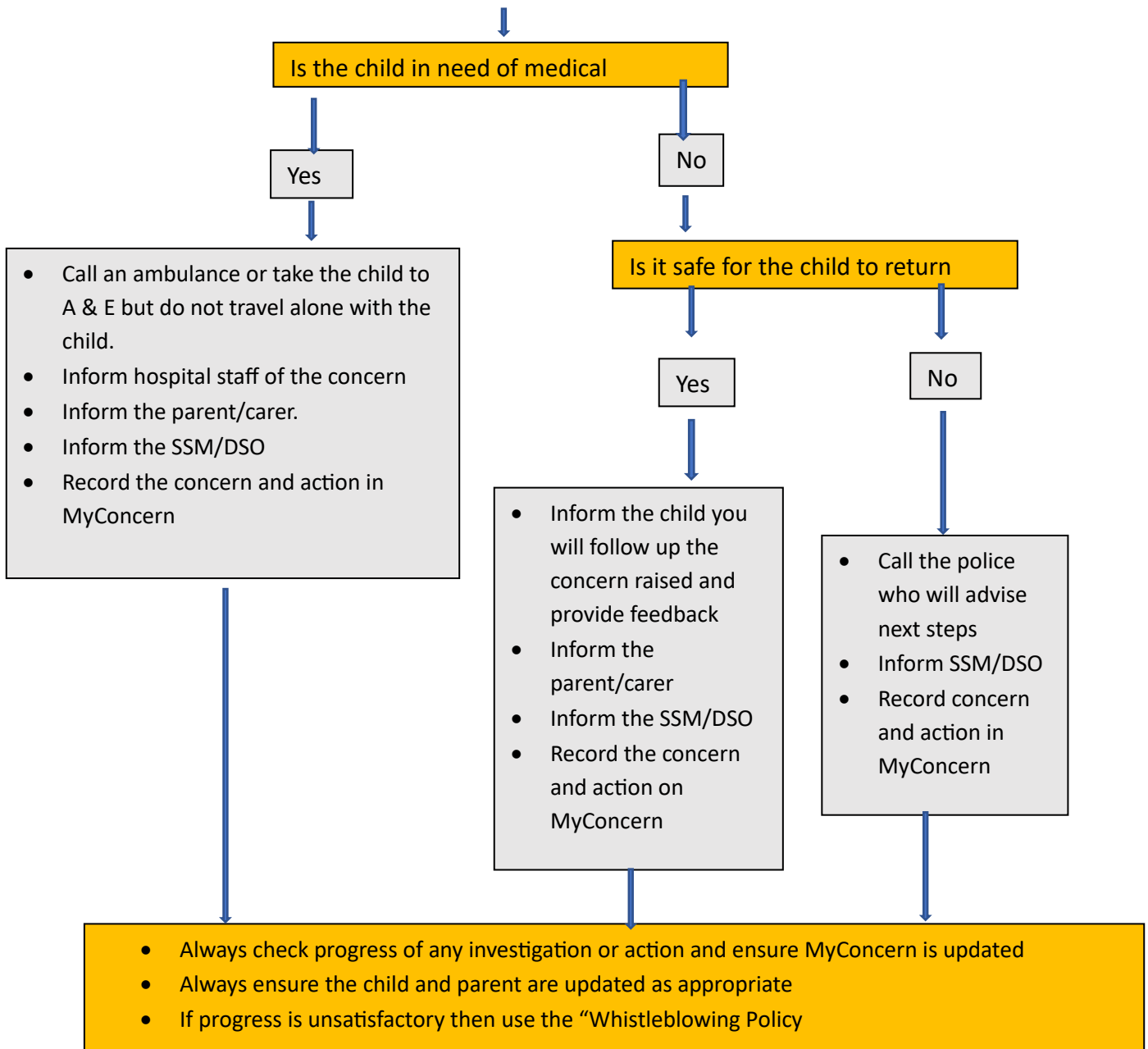
### **Parental Consent**

For all Foundation activities, events, tournaments, and travel then the consent of parents/carers will always be obtained.

### **Appendix A: Reporting a concern**

You are concerned about the behaviour of someone involved in football towards a child

- Stay calm
- If the child is present, reassure them they are not to blame
- Don't promise confidentiality or promise a certain outcome
- Keep questions to a minimum



**APPENDIX B: Incident referral form**

*This is for non CUF and CUFC staff members, such as volunteers, Participants etc. It should be given directly to a member of the Safeguarding team and uploaded to MyConcern. All staff are to report concerns straight to MyConcern.*

*The information recorded below **must** be of a factual nature and not reflect the personal opinions or thoughts of the person recording them.*

Date and time of disclosure:

Person(s) about whom there is a safeguarding concern (the ‘victim’):

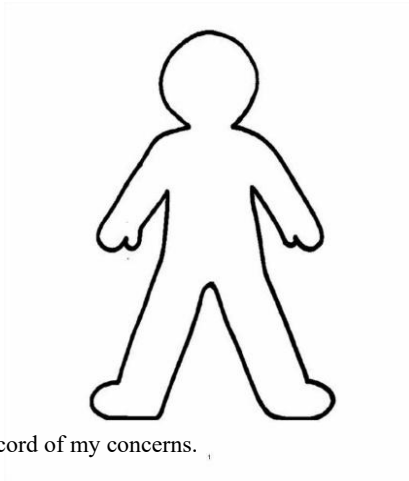
Person(s) whose conduct is causing a concern:

Person recording concern:

Person to whom concern was reported:

Nature of the concern: (factual information only, continue on additional sheet if needed)

In the case of apparent bruises or injuries, these should be completed on the body map below.



I certify that this is an accurate and factual record of my concerns.

Signed: .....

Date: .....

Name (please print):

**APPENDIX C: Key contacts and helpful resources**

Football Association

The FA

- Professional Game Safeguarding Manager - David Gregson: 0800 169 1863 Ext 6838 or 07812 666288  
email: [david.gregson@thefa.com](mailto:david.gregson@thefa.com) or [safeguarding@thefa.com](mailto:safeguarding@thefa.com)

Cambridgeshire FA

- County FA Designated Safeguarding Officer - Diane Bradshaw: 01223 209021

<http://www.cambridgeshirefa.com/volunteer/safeguarding>

The FA CRC Unit: 0845 210 8080

[www.TheFA.com/footballsafesafe](http://www.TheFA.com/footballsafesafe) - [footballsafesafe@TheFA.com](mailto:footballsafesafe@TheFA.com)

#### NSPCC

- NSPCC 24-hour helpline for advice on 0808 800 5000
- Text 88858
- Email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

#### Local Authority Designated Officer (LADO) team:

- Contact [LADO@cambridgeshire.gov.uk](mailto:LADO@cambridgeshire.gov.uk)
- 01223 727967;
- Out of Hours Emergency Duty Team: 01733 234724.

Working Together To Safeguard Children (2015)

<http://www.cambridgeshire.gov.uk/lscb/>

#### Victims of non-recent Sexual Abuse in Football can contact

- The FA/NSPCC Helpline 0800 0232642
- The Professional Footballers' Association – [wellbeing@thepfa.co.uk](mailto:wellbeing@thepfa.co.uk) □  
The FA Directly via [safeguarding@thefa.com](mailto:safeguarding@thefa.com)
- The Police, by going to a police station or dialling 101.

#### NAPAC – National Association for People Abused in Childhood

- Free helpline – 0800 8010331
- T: 0207 614 1801 (9am-5pm)
- Address: NAPAC, Herald House, Off Bunhill Row, 15 Lamb's Passage, London, EC1Y 8TQ Cambridgeshire and Peterborough Safeguarding Board:

#### County Children Services in Cambridgeshire

- CAMBRIDGESHIRE Children's Services: 0345 045 5203 /Adult Services: 0345 045 5202
- Early Year Service email: [Earlyyears.service@cambridgeshire.gov.uk](mailto:Earlyyears.service@cambridgeshire.gov.uk)
- PETERBOROUGH Children's Services: 01733 864180 /Adult Services: 01733 747474
- Emergency Duty Team (Out of Hours): 01733 234724
- <https://www.safeguardingcambspeterborough.org.uk/concerned/>

#### Childline

- 08001111

## **APPENDIX D: Definitions**

### **Definition of children**

Children: Anyone who has not yet reached their 18<sup>th</sup> birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.

Activity: means any activity or series of activities, arranged by or in the name of the EFL, for Children. These are deemed to be regulated and therefore activate the required levels of Criminal Record Checks that are associated.

Safeguarding children is the action that is taken to promote the welfare of children and protect them from harm.

This means:

- Protecting children from abuse and maltreatment.
- Preventing harm to their health or development.
- Ensuring they grow up with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

Staff means any person employed or deployed by the EFL whether in a paid, voluntary, consultancy or third-party capacity.

The Football Association (“The FA”) is English football’s governing body.

### **Definition of child abuse**

Child abuse is any form of physical, emotional, or sexual mistreatment or lack of care that leads to harm or injury.

Child abuse may be in the form of inflicting harm or through failure to act to prevent harm. Abuse can occur in a family, community or institutional setting and the perpetrator may or may not be known to the child.

Abuse can occur regardless of age, gender, race, or ability. Abusers can be adults, male or female, or other children.

All staff should maintain an understanding of safeguarding issues and aware that behaviours such as drug taking, alcohol abuse and sexting put children in danger. Safeguarding issues may also be peer on peer abuse which may include the likes of bullying (include cyberbullying), gender-based violence/sexual assaults and sexting.

### **Types of abuse**

**Physical Abuse:** Where adults or children physically hurt or injure children by hitting, shaking, poisoning, burning, throwing, biting, scalding, suffocating, or drowning. This category of abuse can also include when a parent or carer reports non-existent symptoms of illness or deliberately causes ill health to a child they are caring for, also known as fabricated and induced illness.

Examples of physical abuse in sport may be:

- Where the child is given drugs to enhance performance.
- When the intensity of training exceeds the capacity of the child’s growing body.
- When sanctions imposed by coaches involve inflicting pain.

**Sexual Abuse:** When adults (male or female) or other children use children to meet their own sexual needs including the following examples:

- Rape, sexual assault.
- Engaging in sexual activity with a child.
- Causing or inciting a child to engage in sexual activity e.g., performing sexual acts online or encouraging them to engage in sexual activity with another person.
- Engaging in sexual activity in the presence of a child.
- Making, possessing, or distributing indecent images of a child.
- Sexual communication with a child (including oral and written communication).
- Grooming – when a person builds an emotional connections with a child to gain their trust for the purpose of sexual abuse or exploitation. This can occur both face to face and online by someone they may or may not know.
- Sexting – the sharing of sexually explicit images, videos, or messages via a mobile device.

**Emotional Abuse:** The ill treatment of a child which is likely to cause lasting adverse effects on the child’s emotional development (Mental Health) and well-being. This may involve communicating to a child that they are unloved, worthless, or valued only in terms of meeting the needs of another person. It may involve causing children to feel in danger by being constantly shouted at, threatened, or taunted which may result in the child being very withdrawn and nervous.

Examples of emotional abuse in sport may include:

- Bullying
- Constant criticism
- Racism
- Constant pressure to perform to unrealistic high expectations
- When a child’s value is dependent on sporting success

**Neglect:** Neglect occurs when adults fail to meet basic needs for the child, both physical and/or psychological needs, which may result in serious damage to the child's development or health (e.g., failing to provide adequate food, clothing, and shelter, or failing to protect the child from physical harm or danger or appropriate medical care).

Examples of neglect in sport may include:

- Not ensuring children are safe.
- Exposing them to extreme weather conditions and not providing suitable clothing and hydration (hot and cold).
- Making young people participate when they are unwell or injured.
- Exposing them to unnecessary risk of injury or harm by ignoring safe practice guidelines.

**Bullying:** Anyone can be the target of bullying, and children that are perceived as "different" from the majority may be at greater risk of bullying. This may include children from minority cultures or children with disabilities. Bullying can include, but is not limited to, the following:

- Hitting or kicking
- Name calling
- Teasing/taunting
- Taking/stealing of possessions
- Threats
- Sexually abusive or insulting comments
- Cyberbullying – detailed below
- Exclusionary behaviour, including rallying others to exclude an individual

**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 or abusive comments, videos, or images on social media.

**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 a 'Deal line'. They are likely to exploit children (disabled children are particularly vulnerable) or vulnerable adults to move and store the drugs and money, and will often use coercion, intimidation, violence (including sexual violence) and weapons.

**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 cause 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.

**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).

**Peer-on-peer abuse and harmful sexual behaviour:** 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.

**Sexting:** Sexting is when people share a sexual message and/or a naked or semi-naked image, video, or text message with another person. It’s also known as nude image sharing. More information is available in the link below.

<https://learning.nspcc.org.uk/research-resources/briefings/sexting-advice-professionals#skip-to-content>

Sexting’ does not include the sharing of sexual photos and videos of under 18-year-olds with or by adults. This is a form of child sexual abuse and must be referred to the police.

**Infatuations:** Children and young people 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 or young person 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

- In exchange for something the victim needs or wants, and/or
  - For the financial or other advantage of the perpetrator or facilitator and/or
  - 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.

### **Common signs and indicators of abuse**

Every child is unique and behavioural signs of abuse will vary depending on the individual. There are some behaviours that are more common in children that have been abused:

- The child appears distrustful with a particular parent/coach where you would expect there to be a close relationship.
- Unexplained injuries including cuts, bruises or burns.
- Deterioration in physical appearance - e.g., extreme weight loss/gain.
- Pains, itching, bruising, or bleeding around the genital area.
- Changes in child’s behaviour – e.g., suddenly becoming very withdrawn and quiet or aggressive.
- Showing signs of inappropriate sexual awareness or behaviour for their age.
- Not wanting to attend training sessions.
- Is frightened to say what is wrong.

Some disabled children may not be able to verbally communicate about abuse they may be receiving so it is important to be able to observe these signs of abuse.

If you have concerns about a child’s wellbeing, you have a responsibility to act upon those concerns.

### **Appendix E: Examples of low-level concerns that require reporting and further investigation**

- When insufficient care is taken to avoid injuries.
- Allowing abusive or concerning practices to go unreported (e.g., a coach who ridicules and criticises players who make a mistake during a match)
- Placing children or young people in potentially compromising and uncomfortable situations with adults.
- Unprofessional use of their own or the Foundation’s social media accounts.
- Ignoring health and safety guidelines (e.g., wearing seat belts in club transport).

- Using foul and abusive language to children or other adults (e.g., abusive language towards match officials).
- Giving continued and unnecessary preferential treatment to certain individuals on a regular basis.
- Putting performance over the safety of players.
- Providing one to one coaching without any supervision or the presence of other club officials.
- Failing to challenge low-level concerns in other staff.
- Allowing allegations of abuse to go unchallenged or unrecorded and failing to report these concerns (e.g., bystanders of abuse).
- Failing to record incidents or accidents.
- Failing to address the additional needs of disabled players or other vulnerable groups.
- Allowing confidential information to be shared inappropriately.
- Taking children to their own home - if following advice and support to the member of staff or volunteer this practice continues professional curiosity needs to be applied as to potential reasons why the member of staff or volunteer is acting against advice and support.

The above list is not exhaustive but should provide guidance of the type of behaviour which constitutes low-level concerns.

## **Appendix F:**

### **Associated Policies**

Note!

As specified in the scope of this policy, the requirements and ethos of this policy must always be considered and integrated with all other CUF documents, policies, and procedures.

All documents, policies and procedures are listed in the Policy Matrix spreadsheet, stored on the foundation's drive, but directly associated documents, policies and procedures are as follows:

- Those contained in the Staff Handbook
- Those contained in the Volunteer Handbook

- Health & Safety
- Risk Management
- Risk Assessment
- Quality Assurance
- Safer recruitment
- Induction Procedure
- Incident Reporting- use of MyConcern
- Whistleblowing
- Social media, internet, and image use
- Confidentiality and information sharing
- Mental health & wellbeing
- Equality
- Code of conduct
- Complaints

- Staff development
- Lone working
- Data Protection
- Critical incident
- Missing persons
- Late collection of children
- Safeguarding guidance for intermate care
- Beneficiaries feedback
- DBS Policy

Cambridge United Foundation is committed to promoting equality of opportunity for all staff, volunteers, and job applicants. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate on the basis of age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, sex, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio-economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010.