



Nottingham Forest Football Club
The City Ground, Nottingham, NG2 5FJ
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NOTTINGHAM FOREST FOOTBALL CLUB

SAFEGUARDING ADULTS AT RISK POLICY 2019-20



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1. INTRODUCTION AND SCOPE

Aims of this policy

- To safeguard all adults at risk who interact with the Club.
- To demonstrate best practice in the area of safeguarding adults at risk.
- To provide protection for adults at risk who receive services from Nottingham Forest Football Club (NFFC).
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect an adult at risk may be experiencing, or be at risk of harm.
- To ensure that coaches, parents and other adults who come in contact with adults at risk understand their safeguarding responsibilities and provide good role models of behaviour.
- To promote high ethical standards throughout the Club.

The safety and welfare of adults at risk under the care of the Nottingham Forest FC is paramount. All participants and visitors to club activities have a right to feel safe and be safe. All members of staff have a duty to keep Adults at Risk safe and help protect them from abuse or harm in accordance with the Care Act 2014.

All adults at risk that engage with the club, regardless of age, culture, social background, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to feel safe and protected from abuse, exploitation and poor practice, and have their welfare promoted.

All suspicions, reports and/or allegations of abuse will be taken seriously & investigated thoroughly which may involve the appropriate local authority teams where necessary.

Nottingham Forest Football Club acknowledges its duty of care to safeguard and promote the welfare of adults at risk, and is committed to ensuring safeguarding practice reflects statutory requirements and responsibilities, government guidance, recognised best practice and complies with English Football League rules.

The club expects all staff, players, volunteers, partners, contractors and guests to share this commitment. The club commits to employing a Lead Designated Safeguarding Officer who implements, maintains and monitors best practice across the club.

This safeguarding policy, is applicable to the season 2019/20 and will be monitored and reviewed a minimum of once a year, or whenever there is a change in legislation, organisational change or following any learning outcomes or serious case reviews from safeguarding incidents, concerns or allegations. Any review and change in policy will be conducted in consultation with the Local safeguarding adults board.

The six principles of adult safeguarding

The Care Act 2014 sets out the following principles that should underpin safeguarding of adults

- **Empowerment** - People being supported and encouraged to make their own decisions and informed consent.
"I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens."
- **Prevention** – It is better to take action before harm occurs.



“I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.”

- **Proportionality** – The least intrusive response appropriate to the risk presented.

“I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed.”

- **Protection** – Support and representation for those in greatest need.

“I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”

- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse

“I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”

- **Accountability** – Accountability and transparency in delivering safeguarding.

“I understand the role of everyone involved in my life and so do they.”

Making Safeguarding personal

‘Making safeguarding personal’ means that adult safeguarding should be person led and outcome focussed. It engages the person in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control. As well as improving quality of life, well-being and safety.

Wherever possible discuss safeguarding concerns with the adult to get their view of what they would like to happen and keep them involved in the safeguarding process, seeking their consent to share information outside of the organisation where necessary.

Wellbeing Principle

The concept of wellbeing is threaded throughout the Care Act and it is one that is relevant to adult safeguarding in sport and activity. Wellbeing is different for each of us however the Act sets out broad categories that contribute to our sense of wellbeing. By keeping these themes in mind, we can all ensure that adult participants can take part in/or support football fully.

- Personal dignity (including treatment of the individual with respect)
- Physical and mental health and emotional wellbeing
- Protection from abuse and neglect
- Control by the individual over their day-to-day life (including over care and support provided and the way they are provided)
- Participation in work, education, training or recreation
- Social and economic wellbeing
- Domestic, family and personal domains
- Suitability of the individual’s living accommodation
- The individual’s contribution to society.

Legislation

The practices and procedures within this policy are based on the principles contained within the UK legislation and Government Guidance and have been developed to complement the Safeguarding Adults Boards policy and procedures They take the following into consideration:

- The Care Act 2014
- The Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010



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- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The Data Protection Act 1998



2. KEY SAFEGUARDING TERMINOLOGY AND DEFINITIONS

Key Safeguarding Terminology and Definitions:

Adult is anyone aged 18 or over.

Adult at Risk is a person aged 18 or over who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs);
and;
- Is experiencing, or is at risk of, abuse or neglect;
and;
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Adult in need of care and support is determined by a range of factors including personal characteristics, factors associated with their situation or environment and social factors.

Naturally, a person's disability or frailty does not mean that they will inevitably experience harm or abuse.

In the context of safeguarding adults, the likelihood of an adult in need of care and support experiencing harm or abuse should be determined by considering a range of social, environmental and clinical factors, not merely because they may be defined by one or more of the above descriptors.

In recent years there has been a marked shift away from using the term 'vulnerable' to describe adults potentially at risk from harm or abuse.

Abuse is a violation of an individual's human and civil rights by another person or persons.

See section 4 for further explanations.

Adult safeguarding is protecting a person's right to live in safety, free from abuse and neglect.

Capacity refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (MCA 2005).

The Club – refers to Nottingham Forest Football Club (NFFC), its staff and all activities it undertakes. In certain circumstances, it may also refer to third parties with an entrusted responsibility for delivering club-supported activity.

The Trust - refers to Nottingham Forest Football in the Community, its staff and all activities it undertakes. In certain circumstances, it may also refer to third parties with an entrusted responsibility for delivering club-supported activity.

The Academy – refers to the standalone Academy department within the club which responsible for nurturing and developing the club's future generations of players. The



Academy is based at an independent site external to the club's City Ground Stadium. It is also the location of the Club's training ground.

Staff – refers to persons employed by and receiving payment for services from the Club or Trust. This is irrespective of the length or nature of their contract.

Volunteers – persons who freely offer their skills and expertise or take part in a task, event or enterprise with the club or charity at their own expense in terms of time and/or resources.

Child – Defined in the Children's act (1989) as any person under the age of 18.

Safeguarding – Preventative and reactional measures taken by the Club and Charity to ensure; the risk of harm or mistreatment to the welfare of Vulnerable Groups is minimised; the health or wellbeing of Vulnerable groups is not impaired when engaging in Club or Charity related activities; an environment exists that allows Vulnerable groups to be cared for safely and allows for the best possible outcomes for them and provides them with the best life chances possible.

Welfare – The health, happiness and fortunes of an individual and the humanitarian aspects of their life including personal need and physical and mental development.

Rules, Regulations and Guidance - The Club is governed by the legislation and rules/regulations set out by several key governing agencies including the Government, Football Association and English Football League.

The Club recognises its responsibility to maintain regular communication with the Local Authorities of Nottingham and Nottinghamshire, Local Authority Designated Officer and the Police safeguarding teams. The communication of the club with the Local Authorities is centred upon supporting the club with; reporting/monitoring of Safeguarding incidents, sharing of best practice, sharing information/ changes in legislation, sharing of important local area information and workforce best practice and training and development and any other relevant appropriate Safeguarding support.



3. RESOURCES AND TRAINING

3.1 Identified Resources

The Club will ensure there are qualified and designated individuals within the organisation that will take the lead on ensuring that the Club does all it can to meet its statutory and moral obligations.

The key individuals are:

Julian Taylor - Lead Designated Safeguarding Officer – Club
julian.taylor@nottinghamforest.co.uk

Chris Caunt – Designated Safeguarding Officer – Academy
chris.caunt@nottinghamforest.co.uk

Richie Holmes - Designated Safeguarding Officer – Trust
richie.holmes@nottinghamforest.co.uk

Graham Murray – Designated Safeguarding Officer – Club (Matchdays)
graham.murray@nottinghamforest.co.uk

3.2 Lead Designated Safeguarding Officer – Club

The Lead Designated Safeguarding Officer for the Club has responsibility to oversee and direct the safe provision of all activities and associated training relating to adults at risk. A strategic role providing leadership and guidance on all safeguarding matters and relevant legislation, along with implementing safeguarding awareness and best practice club across the club, academy and Nottingham Forest Trust.

Attend regular safeguarding training and maintain an up to date knowledge base of relevant legislation, regulations and best practice.

3.3 Designated Safeguarding Officers (DSO) (Academy, Trust and on Matchdays)

The DSO's support the Club Lead Designated Safeguarding Officer to pro-actively promote and raise safeguarding awareness and assist with responding appropriately to safeguarding concerns and allegations. DSO's are based in strategic positions across the club.

The Club's Lead DSO will ensure that suitable policies and practices are in place to ensure that staff are appropriate and adequately trained to prevent or deal with safeguarding issues.

To work with the Club Lead DSO to implement and promote the Club's safeguarding policies and procedures within their department.

Contribute to maintaining and improving the club's safeguarding provision.

Advise others working with vulnerable groups on the implementation of organisational policies and procedures to safeguard and promote the welfare of vulnerable groups.

Ensure staff understand their individual responsibilities to safeguard and promote the welfare of vulnerable groups.

Act as a source of safeguarding support and advice within their department.

Support colleagues to respond appropriately to concerns about the welfare or safety of vulnerable groups.

Promote a safe working environment.

3.4 Safeguarding training & inductions



A safeguarding induction is provided to all staff within the first month of employment. Staff will be expected to complete the EFL Safeguarding Essential Online workshop.

There is an expectation that staff will also read this policy and sign a declaration of agreement and understanding.

Key elements of the Club's Safeguarding adults at risk policy are discussed in more detail if the role requires it.

Staff in roles that require contact with adults at risk, young people and children will undergo enhanced DBS disclosure upon appointment, with re-checking every 3 years throughout the individuals' association with the club

3.5 Work Experience

Nottingham Forest Football Club may occasionally offer work experience placements to adults at risk. The HR department arranges planned and structured work experience placements. Whilst undertaking work for the Club, those on work experience will not have unsupervised access to Children or Adults at Risk.

3.6 Safer Recruitment

Nottingham Forest Football Club have a specific Safer Recruitment policy which sets out in detail the process the club will undertake in ensuring staff are suitable to work with children and adults at risk. A copy is available if required.

Nottingham Forest Football is registered with online disclosures to conduct DBS's on individuals who require them. Enhanced DBS's, plus barred list check where appropriate, enable the Club to undertake more thorough recruitment and selection procedures for positions which involve working with Children.

3.7 New Appointments

All staff who are offered a position which involves working with Adults at risk will be required to complete a Self-Declaration Form and also undertake an Enhanced DBS with a barred list check where appropriate. All offers of work are subject to the outcome of the screening process and where applicable, this is set out in the initial job advertisement and the applicant's offer of work. Until such time as a satisfactory DBS has been received, the member of staff will not be permitted to work with adults at risk. Nottingham Forest Football Club is committed to providing equal opportunities to staff and therefore a positive DBS will not necessarily result in a bar from work. Should a positive check be received, a risk assessment will be carried out by the Clubs Safeguarding Officer, relevant Head of Department, the HR Manager or Lead at Nottingham Forest in the Community (or his designate), to assess the information contained within the check. The member of staff may also be asked to attend an interview prior to a recruitment decision being made. The Rehabilitation of Offender's Act and Protection of Freedoms Act will be considered in all cases before a final decision is made.

3.8 New Appointments who already have a DBS

If a new member of staff has been subject to a DBS check by their previous employer the Club will still require a further check unless that check was undertaken in a football context. Advice should be sought from the Club DSO.

3.9 Temporary Staff and External Consultants

Nottingham Forest Football Club will ensure that all temporary staff and external consultants sign a Self-declaration Form where appropriate and, in any case, will not have unsupervised access to adults at risk during their time with the club.



3.10 Equal Opportunities and Equality

Nottingham Forest Football Club is committed to providing equal opportunities for all staff, players and supporters.

A copy of the club's policy on equal opportunities and the equality policy can be obtained from the HR department.

3.11 Activities for Disabled Persons

All activities carried out for disabled persons are carried out under the guidelines of the Equality Act 2010.

3.12 Contractors

All external contractors engaged by Nottingham Forest Football Club undergo a suitability test prior to commencing work. This will include evidencing the contractor's Safety Record, Safety Policy, Liability Insurance, Risk assessment and details of Competent Person. On arrival at the club the contractor will receive a site induction from a member of the safety & security team/ stadium Maintenance staff which covers safeguarding children and give details of the club's expected code of behaviour. Whilst on site Contractors are subject to regular inspection from club staff. In the event of a Contractor carrying out work on an area that is usually occupied by children this work, where possible, will be undertaken when children are not present.

3.13 Service Level Agreements

The club commitment to safeguarding is outlined in any 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.

3.14 Whistleblowing Policy

Whistleblowing refers to making a protected disclosure under the Public Interest Disclosure Act 1998. By encouraging a culture of openness Nottingham Forest Football Club wants to encourage staff to raise issues, which concern them at work. Staff have a right and duty to raise matters of concern they may have about the services being offered by Nottingham Forest Football Club or serious malpractice associated with them.

Staff may be worried that by reporting such issues they will be opening themselves up to victimisation or detriment, or risking their job security. However, all staff are protected by law if they raise concerns in the right way. Provided they are acting in good faith, it does not matter if they are mistaken. This policy is designed to ensure workers raise concerns properly and to ensure that mechanisms exist in Nottingham Forest Football Club and issues raised by staff will be addressed quickly and effectively. Although this list is not exhaustive, examples of situations in which a disclosure might be made are:

- The committing of a criminal offence.
- Failing to comply with a legal obligation
- A miscarriage of justice
- Endangering the health and safety of an individual
- Environmental damage or
- Concealing any information relating to the above.
- Attempts to conceal any of the above



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- Nottingham Forest Football club have a discipline policy which can be obtained from the Human Resources department if required.

4. WHAT IS ABUSE AND HOW TO RESPOND

4.1 Definitions of Poor Practice and Abuse

Poor Practice is unacceptable and will be treated seriously with appropriate action. Any behaviour that contravenes existing Codes of Conduct, infringes an individual's rights and/or reflects a failure to fulfil the highest standards of care is an indication of Poor Practice. An adult at risk may not be aware that poor practice or abusive is taking place, as they may deem the behaviour as acceptable.

4.2 What is abuse?

Abuse is a violation of an individual's human and civil rights by another person or persons. Abuse may consist of a single act or repeated acts. It may be physical, financial, verbal or psychological or an act of neglect or omission to act. It may occur when an adult at risk is persuaded to enter into a financial or sexual transaction to which s/he has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

4.3 Types of Abuse and Neglect

There are different types and patterns of abuse and neglect and different circumstances in which they may take place. The Care Act 2014 identifies the following as an illustrative guide and is not intended to be exhaustive list as to the sort of behaviour which could give rise to a safeguarding concern:

Self-neglect – this covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Modern Slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment

Domestic Abuse and coercive control – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. It can occur between any family members.

Discriminatory Abuse – discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act.

Organisational Abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Physical Abuse – including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.



Sexual Abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Financial or Material Abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Indicators of financial abuse include:

Change in living conditions

Possessions sold

Inability to pay bills/unexplained shortage of money

Unexplained withdrawals from an account

Unexplained loss/misplacement of financial documents

Isolation from family/friends/social network

Carer's enhanced lifestyle

Sudden changes in bank account or banking practice

Unauthorized withdrawal of funds using the vulnerable person's ATM card, or changes in patterns of usage.

Sudden or unexpected changes in a will or other financial documents.

The above are illustrations of potential indicators of abuse. It does not mean that it is proof of actual abuse but may require further scrutiny. It is not an exhaustive list.

Neglect – including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Emotional or Psychological Abuse – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Not included in the Care Act 2014 but also relevant:

Cyber Bullying – cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

Forced Marriage – forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry. The forced marriage of adults with learning disabilities occurs when the adult does not have the capacity to consent to the marriage.



Mate Crime – a ‘mate crime’ as defined by the Safety Net Project as ‘when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.’ Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

Radicalisation – the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

Remember: It is not the responsibility of staff (permanent or casual) or volunteers to decide if abuse has taken place, but it is their responsibility to act on any concerns, in accordance with this procedure.

4.4 The Care Act 2014

The Care Act came into force in April 2015 and places further obligations upon statutory agencies relating to care and support for adults and the law relating to support for carers; to make provision about safeguarding adults from abuse or neglect; to make provision about care standards; to establish and make provision about Health Education England; to establish and make provision about the Health Research Authority; to make provision about integrating care and support with health services; and for connected purposes.

4.5 The Mental Capacity Act 2005

The Mental Capacity Act 2005 provides a statutory framework to empower and protect people who may lack capacity to make decisions for themselves and establishes a framework for making decisions on their behalf. This applies whether the decisions are life-changing events or everyday matters. All decisions taken in the safeguarding process must comply with the Act.

The Act says that: “...a person lacks capacity in relation to a matter if at the material time he is unable to make a decision for himself in relation to the matter because of an impairment of, or disturbance in the functioning of the mind or brain.”

The presumption is that adults have mental capacity to make informed choices about their own safety and how they live their lives. Issues of mental capacity and the ability to give informed consent are central to decisions and actions taken by statutory agencies working with adults at risk.

All interventions need to take into account the ability of adults to make informed choices about the way they want to live and the risks they want to take. It is not for Nottingham Forest Football Club staff or volunteers to make a decision about whether an adult at risk lacks capacity, but it is useful for professionals to have an understanding of the notion of capacity as explained below.

4.5.1 Definition

Capacity is the ability to make a decision at a particular time. The starting assumption must always be that a person has the capacity to make a decision, unless it can be established that they lack capacity. The term ‘lacks capacity’ means a person who lacks judgement or understanding to make a particular decision or take a particular action for them at the time when the decision or action needs to be taken. This reflects the fact that some people may be unable to make some decisions for themselves, but will have



capacity to make other decisions. I.E they may be able to make small decisions about everyday matters such as what to wear or what to eat but lack capacity to make more complex decisions about financial matters. It also reflects that a person who lacks capacity to make a decision at a certain time may be able to make that decision at a later date – this may be due to illness or accident.

4.6 Consent Issues

If concerns arise consent must be obtained from the individual concerned before a referral is made to Adult Services or the police. However, if others are at risk of harm the information should be passed to Adult Services or the police even if consent is not obtained. Information about an individual should not be given to family or carers without consent of the individual. If concerns arise and the individual is unable to give consent to information sharing a referral should be made to statutory agencies. Family/carers should only be informed if this does not place the person concerned at risk of harm. Staff should seek guidance from the Clubs Designated Safeguarding Officer if they are unsure.

4.7 Signs and indicators of abuse and neglect

Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone in the club who an athlete comes into contact with. Or club members, workers, volunteers or coaches may suspect that an athlete is being abused or neglected outside of the club setting. There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Person is not attending / no longer enjoying their sessions. you may notice that a participant in a team has been missing from practice sessions and is not responding to reminders from team members or coaches.
- Someone losing or gaining weight / an unkempt appearance. this could be a player whose appearance becomes unkempt, does not wear suitable sports kit and deterioration in hygiene.
- A change in the behaviour or confidence of a person. For example, a participant may be looking quiet and withdrawn when their brother comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile.
- They may self-harm.
- They may have a fear of a particular group or individual.
- They may tell you / another person they are being abused – i.e. a disclosure.
- Harassing of a club member because they are or are perceived to have protected characteristics.
- Not meeting the needs of the participant. E.g. this could be training without a necessary break.
- A coach intentionally striking an athlete.
- This could be a fellow athlete who sends unwanted sexually explicit text messages to a learning disabled adult they are training alongside.
- This could be an athlete threatening another athlete with physical harm and persistently blaming them for poor performance.

What to do if you have a concern or someone raises concerns with you.



- It is not your responsibility to decide whether or not an adult has been abused. It is however everyone's responsibility to respond to and report concerns.
- If you are concerned someone is in immediate danger, contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- If you have concerns and or you are told about possible or alleged abuse, poor practice or wider welfare issues you must report this to the (insert name of your Club) Lead Safeguarding or Welfare Officer, or, if the Lead Safeguarding or Welfare Officer is implicated then report to the (insert name of your Club) CEO.
- When raising your concern with the Club Welfare Officer or Lead Safeguarding Officer, remember Making Safeguarding Personal. It is good practice to seek the adult's views on what they would like to happen next and to inform the adult you will be passing on your concern and
- It is important when considering your concern that you also ensure that keep the person informed about any decisions and action taken about them and always consider their needs and wishes.

How to respond to a concern

- Make a note of your concerns.
- Make a note of what the person has said using his or her own words as soon as practicable. Complete an Incident Form and submit to the relevant Designated Safeguarding Officer or the Lead Designated Safeguarding Officer (see below for contact details).
- Remember to make safeguarding personal. Discuss your safeguarding concerns with the adult, obtain their view of what they would like to happen, but inform them it's your duty to pass on your concerns to your lead safeguarding or welfare officer.
- Describe the circumstances in which the disclosure came about.
- Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
- Be mindful of the need to be confidential at all times, this information must only be shared with your Lead Safeguarding or Welfare Officer and others on a need to know basis.
- If the matter is urgent and relates to the immediate safety of an adult at risk then contact the emergency services immediately.

Contact your organisation's Designated Safeguarding Officer in line with NFFC reporting procedures:-

Graham Murray, Club DSO
Graham.murray@nottinghamforest.co.uk

Chris Caunt, Academy DSO
Chris.caunt@nottinghamforest.co.uk

Richie Holmes, Community Trust DSO
richie.holmes@nottinghamforest.co.uk

If the matter requires immediate action then contact:-
Julian Taylor, Lead Designated Safeguarding Officer
Email: **Julian.taylor@nottinghamforest.co.uk** or mobile: **07468 698395**



If your concern relates to a sexual assault that has taken place within the last 7 days, you must notify the DSO and the Police at the time you are advised.

If your concern relates to immediate welfare of a child, call the Police emergency number 999, or contact the Nottinghamshire Multi-Agency Safeguarding Hub ("MASH") on 0300 5008090. For out of core hours and in an emergency, contact the Emergency Duty Team on 0300 4564546.

For all allegations relating to adults who work with children, please contact the Local Authority Designated Officer ("LADO") on 01623 433169 or 0115 8041272. Liaison should be made with the Club DSO before contacting the LADO.

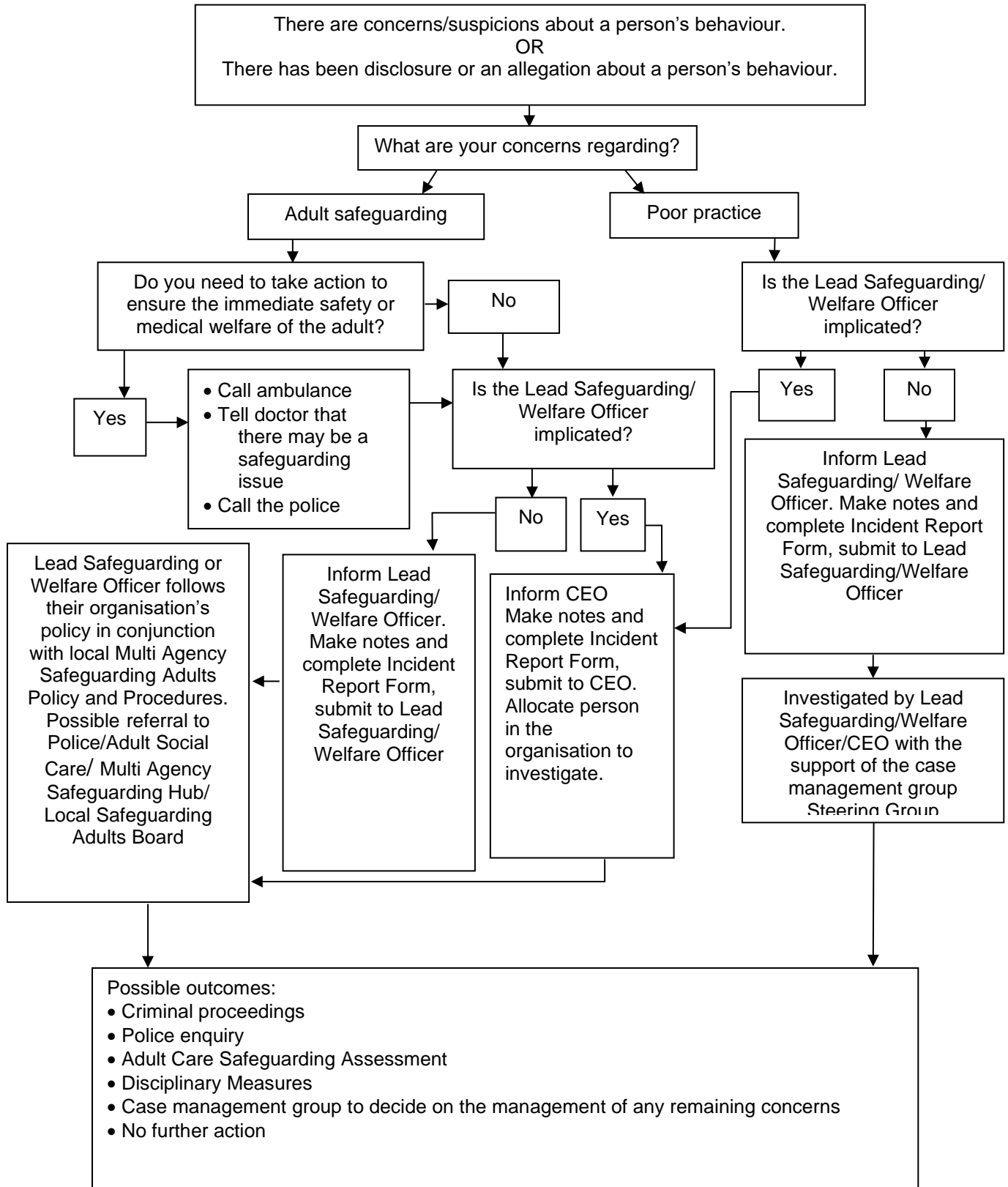
info.nscb@nottscc.gov.uk

Nottinghamshire Safeguarding Children Board, County Hall, West Bridgford
Nottingham, NG2 7QP



1. Safeguarding Adults Flowchart

Dealing with Concerns, Suspicions or Disclosure



Remember to involve the adult at risk throughout the process wherever possible and gain consent for any referrals to social care if the person has capacity



2. Roles and responsibilities of those within (insert name of your Club)

- Nottingham Forest FC is committed to having the following in place:
- A Lead Safeguarding/Welfare Officer to produce and disseminate guidance and resources to support the policy and procedures.
- A clear line of accountability within the organisation for work on promoting the welfare of all adults.
- Procedures for dealing with allegations of abuse or poor practice against members of staff and volunteers.
- A Steering Group or Case Management or Case Referral Group that effectively deals with issues, manages concerns and refers to a disciplinary panel where necessary (i.e. where concerns arise about the behaviour of someone within (insert name of your Club)).
- A Disciplinary Panel will be formed as required for a given incident, if appropriate and should a threshold be met.
- Arrangements to work effectively with other organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.
- Appropriate whistle blowing procedures and an open and inclusive culture that enables safeguarding and equality and diversity issues to be addressed.
- Clear codes of conduct are in place for coaches, participants, officials, spectators and other relevant individuals.

3. Good practice, poor practice and abuse

Introduction

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental.

It is not the responsibility of any individual involved in Nottingham Forest FC to make judgements regarding whether or not abuse is taking place, however, all club personnel have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.

Good practice

NFFC expects that that coaches of adult athletes:

- Adopt and endorse the NFFC Coaches Codes of Conduct.
- Have completed a course in basic awareness in working with and safeguarding Adults.

Everyone should:

- Aim to make the experience of NFFC fun and enjoyable.
- Promote fairness and playing by the rules.
- Not tolerate the use of prohibited or illegal substances.
- Treat all adults equally and preserve their dignity; this includes giving more and less talented members of a group similar attention, time and respect.

4. Relevant Policies

This policy should be read in conjunction with the following policies:

- **Safer Recruitment**
- **Whistle Blowing**
- **Social media**



- **Complaints**
- **Disciplinary**

5. Further Information

This policy is reviewed annually and presented to the Board for their approval.

Approved by the NFFC Board
Date of Review: 10/01/2020



Incident reporting form:

Safeguarding **Equality/Discrimination**

Other:.....

Your Name:	Name of Organisation:
Your Role:	
Contact Information (you):	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone Numbers:</i>	<i>Email:</i>
Name:	Date of Birth:
Ethnic Origin: <i>Please state</i>	Does this person have a disability? Y/N <i>Please state</i>
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent's / Carer's name(s):	
Contact information (parents/carers):	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone Numbers:</i>	<i>Email Address:</i>
Have parent's / carer's been notify of this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	



If responding to concerns raised by someone else:

Please provide further information below

Name:

Position within the sport or relationship to the person:

Telephone numbers:

Email address:

Date and times of incident:

Details of the incident or concerns:

Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay

Person's account of the incident:

Please provide any witness accounts of the incident:

Please provide details of any witnesses to the incident:

Position within the club or relationship to the person:

Date of birth (if child):



Address:

Postcode:

Telephone number:

Email address:

Please provide details of any person involved in this incident or alleged to have caused the incident / injury:

Name:

Position within the club or relationship to the person:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:

Please provide details of action taken to date:

Has the incident been reported to any external agencies?

- Yes
 No

If YES please provide further details:

Name of organisation / agency:

Contact person:

Telephone numbers:

Email address:

Agreed action or advice given:

Your Signature

Print Name:

Date: