



Safeguarding

Charlton Athletic Football Club (CAFC) has a rigorous approach to Safeguarding and references the policies and procedures as stipulated by Royal Greenwich Borough, the Football Association and the English Football League. There are key components to the Safeguarding process mainly detailed in the CAFC Safeguarding Policy and a key summary is contained within this guide.

The Club has three Designated Safeguarding officers. These are;

Lungi Macebo, HR Manager and Joe Francis, Head of Education and Welfare - All age groups up to U23;

Ladoki Toya, Education and Welfare Assistant - 8-16s

Safeguarding Policy

Introduction

Charlton Athletic acknowledges and accepts its responsibility to safeguard and promote the well-being and safety of those children and young persons who has been entrusted in its care. This policy applies to everyone at Charlton Athletic Football Club

1. Key Principals:

1.1 The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children:

- **have a positive and enjoyable experience of sport at Charlton Athletics' Youth Academy** in a safe and child centred environment;
- are protected from abuse whilst participating in football at the Youth Academy or outside of the activity.

1.2 Charlton Athletic Youth Academy has a clear role to play in safeguarding children and young people by protecting them from, physical, sexual or emotional harm and from neglect or bullying. This applies to all staff working for the Academy whether in a paid or voluntary capacity. As part of our safeguarding policy, Charlton Athletic Youth Academy will:

- promote and prioritise the safety and wellbeing of children and young people;
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people;
- all suspicions and allegations of abuse will be taken seriously;
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern;



- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored;
- prevent the employment/deployment of unsuitable individuals;
- ensure robust safeguarding arrangements and procedures are in operation.

2. Safeguarding

2.1 Charlton Athletic Youth Academy is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance, complies with best practice and the FA requirements and **Affiliated Football's policy and procedures**. Alongside this, Charlton Athletic Youth Academy has adopted the guidelines and **procedures as laid down in the "Working Together to Safeguard Children" March 2015 and "Keeping Children Safe in Education" September 2016**.

2.2 Charlton Athletic Youth Academy recognises that the Royal Borough of **Greenwich's Children's Services** Department, the NSPCC and the Police have a statutory duty to protect children and young persons at risk. The Academy accepts that it must work in partnership with these agencies when a safeguarding issue arises.

Definitions of Abuse

Physical Abuse

This includes hitting, burning and biting, giving children alcohol, inappropriate drugs or poison, attempt to suffocate or drown young children, excessive or inappropriate training regimes and use of drugs to enhance performance or delay puberty.

Neglect

This **includes failure to meet a child's basic needs (e.g. for food, warm clothing etc.) leaving** children alone or unsupervised and or fail to ensure children/young people are safe or expose them to undue extremes of weather or risk of injury (e.g. through unsafe equipment).

Emotional Abuse

This can include persistent lack of love and affection, children that are constantly threatened or taunted, parents or coaches whose overwhelming ambition exceeds that of the child and persistent disregard of a **child's effort or progress**.

Sexual Abuse

This includes situations where adults use children to meet their own sexual needs. This includes sexual intercourse, masturbation, oral sex, anal intercourse or fondling, as well as showing pornographic videos or magazines, or taking photos of children for inappropriate use.

Bullying

It is now recognised that, in some cases of abuse, the abuser may not always be an adult but could be a child. Bullying may be seen as deliberate, hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.



3. Safer Recruitment

3.1 The Academy recognises the importance of Safer Recruitment and endorses the **FA's Responsible** Recruitment guidelines. All staff whether they are permanent, casual or voluntary will undergo the following procedures:

- **Statements in job adverts and job descriptions as to the Company's** commitment to safeguarding;
- Attend an interview;
- Go through an Induction process and receive a comprehensive Employee Starter pack or for permanent, paid staff an Employee Handbook;
- Attend the FA Safeguarding workshop (every 2 years);
- Request Identify documents;
- Request copies of qualifications, where appropriate;
- Provide 2 references from 2 different professional sources, preferably where individuals have worked **in sport, particularly children's football**, at the short-listing stage of recruitment;
- Undergo an Enhanced DBS Check, with a barring check, where appropriate, and in line with FA policy;
- An individual will have a periodic Status Check on their DBS disclosure;
- All staff will be required to familiarise themselves with the content of their job descriptions around their responsibilities for safeguarding children.

3.2 Any issues relating to concerns raised over disclosures on the DBS check will be discussed in terms of the risk that disclosure poses to children, by a panel made up of the Safeguarding Officer for the Academy and the Lead Safeguarding Officer for the Club. The owner of the DBS check will also be invited to this meeting.

3.3 Consideration will be given to the relevance and significance of the information and that all decisions will be made in the interests of children and young people.

4. Whistle blowing

4.1 All staff are encouraged to use internal mechanisms for reporting any malpractice or illegal acts or omissions by its employees or ex-employees.

5. Designated Person

5.1 Charlton Athletic Youth Academy, in line with the FA policies and procedures, has appointed a designated person to deal with first reports of poor practice or abuse. This person will be known as the Safeguarding Officer but will perform the same **functions as the FA's Club Welfare Officer. This falls in line with the** recommendations from the English Football League and the Premier League.

5.2 The Safeguarding Officer will receive the first reports of poor practice and or abuse and will liaise with the relevant services to report the concerns be it the Local Authority designated officer, the Police or the County FA Welfare Officer. The Designated Safeguarding Officers are Ladoki Toya, Lungi Macebo and Joe Francis.



6. Identification and Referral of Child Abuse

6.1 The protection of children is the paramount concern of everyone able to help. All staff and volunteers at the Academy who are involved with children and young persons will be made aware of how to recognise child abuse and make appropriate referrals to the Safeguarding Officer. Training in this will be provided in the form of the FA **accredited "Safeguarding Children" course**. **All staff** must renew this every 2 years.

7. Reporting Procedures

7.1 **If there are concerns about a child then report this to the Academy's Safeguarding Officer and inform the Club's Lead Safeguarding Officer, unless they are part of allegation;**

7.2 If the allegation is against the Safeguarding Officer, then all information should be directed to the Academy Manager;

7.3 In the absence of the Safeguarding Officer, allegations should be reported to the Academy Manager;

7.4 If the issue is one of poor practice, then **Charlton Athletics'** Safeguarding Officer will deal with the matter internally with the support of SMT and the relevant Head of Department/Lead Safeguarding Officer at the Club;

7.5 If the concern is one of abuse, then the Safeguarding Officer will either contact the Police or the Local Authority Designated Officer or both depending on the nature of the concern. A referral will also be made into the Greenwich MASH (Multi Agency Safeguarding Hub). The Safeguarding Officer will also contact the FA Case Manager if the concern is a football related one;



7.6 If the child needs immediate medical treatment they should be assessed by the Academy physiotherapist or doctor if available, and if necessary taken to hospital or an ambulance called. If the latter is the case, then the ambulance staff should be informed that there is a child protection concern. The Safeguarding Officer should then be informed to take the necessary actions in point 7.5 above.

8. Managing allegations against staff and volunteers

All allegations against staff will be taken seriously particularly if they:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children;
- First reports can be made to a member of the Senior Management Team (SMT) who will inform the Safeguarding Officer or reports can go straight to the Safeguarding Officer;
- Once received the Safeguarding Officer will work with SMT to investigate the case and then bring in appropriate responses. These could include:
 - Referral to the Local Authority Designated Officer (LADO);
 - Referral to the Police if the case is of a serious enough nature;
 - Suspension of the member of staff or volunteer whilst the investigation happens.
- The Safeguarding Officer or designated person shall also be responsible for contacting the parents/carers of the child;
- Possible outcomes will be as follows:
 - A police investigation of a possible criminal offence;
 - **Enquiries and assessment by children's social care about whether a child is in need of protection or in need of services;**
 - Consideration by an employer of disciplinary action in respect of the individual.
- The Safeguarding Officer will be responsible for the recording all safeguarding issues and updating records kept about the latter and any referrals made. These records will be kept in a designated locked cabinet and only be accessible to the Safeguarding Officer (s) and the Academy Manager.

9. Access to the Charlton Athletic Safeguarding Policy

9.1 The Safeguarding Policy will be accessible to staff, parents, carers and children and made available at parents Induction evenings.

10. Use of Mobile phones/social networking sites and communication to children and young people

10.1 All staff must communicate to children and young people in an appropriate manner. Staff wishing to communicate with children and young people outside of Charlton Athletic activities must do so via parents and carers.



- 10.2 No mobile phone numbers or email addresses should be taken and stored on devices belonging to a member of staff.
- 10.3 Staff must not use social networking sites such as Facebook or Twitter to communicate with children and young people within the Academy. If a young person tries to establish a relationship with a member of staff this request must be denied and the Safeguarding Officer informed so that **they can liaise with that child's/young person's parents/carers.**
- 10.4 Charlton Athletic also has a separate Social Media Policy which outlines specific responsibilities for those boys in the Academy.



11. Photography Policy

Charlton Athletic will not allow photos or videos to be taken of children or young people unless there is specific parental/carer written consent.

Parents and carers and the children and young people will be informed of the use of the images as well and where possible be given copies of these.

No personal cameras / phones etc. may be used to record such images.

12. Codes of Conduct

All staff, players and parents will be asked to sign codes of conduct which sets out the working practices and parameters of their responsibilities and engagement.

Where appropriate, parents/carers and children/young people will be asked to sign codes of conduct setting out their responsibilities and expected standards of behaviour.

13. Discrimination

Charlton Athletic will not accept any behaviour and or language which is considered to be discriminatory with prejudice or is oppressive towards any race, gender, culture, age, disability, religion, sexuality or political persuasion.

14. Disabled Children and Vulnerable Adults

Children, young people and adults with a disability are at an increased risk of abuse. This could be due to:

- Lack of peer group support;
- Intimate / physical care / invasive medical care meaning that the young person does not know what is appropriate and non-appropriate touch;
- Communication difficulties;
- Difficulty in resisting and reporting abuse;
- Multiple carers;
- Dependant on a potential abuser for basic needs;
- Having medical conditions that could be used to falsely explain non-accidental injuries;

Charlton Athletic will ensure that staff working with disabled children and young adults:

- **Learn the child's/young person's communication** methods;
- **Ensure the young person's needs are known;**
- Ensure care plans are in place;
- Give the child or young person the opportunity to make informed choices;
- Have clear strategies to deal with difficult behaviour.



15. Safeguarding Reporting Procedures

If you have concerns about an academy player, the key aspect is to report your concerns in the first instance to the Manger for the specific age group. A report then should go through to the Designated Safeguarding Officer. The only reason for not reporting a specific concern to the Manger or Designated Officer is if that person is implicated in the safeguarding concern.

Reporting contacts:

- 8 – 11: Lead Foundation Phase Coach/Education and Welfare Assistant/ Safeguarding Officer;
- 12 – 16: Lead Youth Development Phase Coach/Education and Welfare Assistant/ Safeguarding Officer;
- Under 18: Professional Development Phase Lead Coach/Head of Education and Welfare/Safeguarding Officer

These procedures also cover issues such as missing children.

Please Note: Non-accredited scouts have been known to approach individuals claiming to provide them with a trial to play for CAFC in return for a payable fee.

This is NOT a CAFC policy and the concept is completely against the ethos of our Academy.

CAFC's scouts will be clearly identifiable and will have the appropriate identification on their person for your viewing. Any trials which are offered are purely on the basis of capability and are not for monetary gain.

If you or anyone you know is approached by a suspicious scout, please contact lungi.macebo@cafc.co.uk.