



Blisworth Football Club Trading Limited

(Registered Charity No. 1198290)

Courteenhall Road, Blisworth. NN7 3DD

Clubhouse Safeguarding Policy

Safeguarding is the action taken to promote the welfare of children and adults at risk, protecting them from harm. It is everyone's responsibility to safeguard these groups of people.

1. Purpose

All children and adults without exception have the right to protection from abuse whether physical, verbal, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism towards children and adults who utilise Blisworth Football Clubhouse and its facilities will not be permitted or tolerated.

The trustees and committee members of Blisworth Football Club Trading Limited take seriously its obligations to protect and safeguard the welfare of children, young people and adults, and has a duty to safeguard anyone who utilise the clubhouse and its facilities, as well as those who may come into contact with users at risk. They must respond to any concerns they may have regarding the physical, sexual, emotional or psychological safety of a person at risk or concerns relating to discriminatory or financial violation or exploitation of a vulnerable person.

The trustees and committee members of Blisworth Football Club Trading Limited have a duty of care and are committed to the protection and safety of everyone who enters the premises involved as visitors and/or as participants in all activities and events. They also have a duty to safeguard and support other trustees and volunteers. The committee is responsible for the contracts it makes with hirers and so is expected to understand what the relevant safeguarding law is.

This policy defines how Blisworth Football Club Trading Limited operates to safeguard children, young people, and adults at risk of abuse, neglect or exploitation. It protects all users at risk regardless of gender, ethnicity, disability, sexuality, religion or faith. This is in accordance with The Care Act 2014 which sets out the processes and definitions of adults at risk, and The Children Act 1989 and 2004.

Date of Designated Safeguarding Lead (DSL) training: 16/05/25

Date of review: 16/05/28

2. Definitions

Children and young people are defined as those persons aged under 18 years old. Where children (under the age of 18 years old) attend public events or a private children's party at Blisworth Football Clubhouse, they must be accompanied by a parent or appropriate adult(s) who will maintain responsibility for them.

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health and development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best outcomes.

Adult at risk of abuse, neglect or exploitation

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to Section 42 of the Care Act 2014:

- Has care and support needs;
- Is experiencing, or is at risk of, abuse, neglect or exploitation;
- As a result of their care and support needs is unable to protect himself or herself against the abuse, neglect or exploitation, or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

3. Persons affected

- All trustees and volunteers;
- All those attending any activity or service that is being delivered from the Clubhouse;
- All visitors and contractors.

4. Policy principles

There can be no excuses for not taking all reasonable action to protect children and adults at risk from abuse, neglect or exploitation. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age, or illness.

The trustees and committee members of Blisworth Football Club Trading Limited have a zero-tolerance approach to abuse. They recognise that under the Care Act 2014, they have a duty for the care and protection of adults who are at risk of abuse. They also recognise their responsibilities for the safety and care of children under the Children Act 1989 and 2004. Trustees and committee members of Blisworth Football Club Trading Limited are committed to promoting wellbeing, harm prevention and to respond effectively if concerns are raised.

The trustees and committee members of Blisworth Football Club Trading Limited are aware of the work of their local safeguarding board (Northamptonshire Safeguarding Board (NSAB)) and other support organisations on the development and implementation of procedures for the protection of children and adults at risk (**Appendix A**).

The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur. The trustees and committee members of Blisworth Football Club Trading Limited are committed to the following principles:

- The welfare of the child, young person or adult at risk is paramount;
- All children, young people and adults at risk have the right to protection from abuse;
- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part;
- All suspicions and/or allegations of abuse against a child or adult will be taken seriously and dealt with speedily and appropriately using the internal and external authorities as detailed in **section 5**;
- The premises will be kept safe for use by children and adults. They recognise that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and physically disabled persons;
- Users hiring the clubhouse for educational based activities for a group of children, or activities for adults at risk will be required to show their certificate from the Disclosure and Barring Service (DBS) to the Booking Clerk and their certificate number will be recorded. Any delegation of that hirer to other people to supervise children/adults at risk is the responsibility of the hirer and the trustees and committee members of Blisworth Football Club Trading Limited will not vet these delegates;
- Hirers are made aware that alcohol should not be consumed by those under the age of 18. The trustees and committee members of Blisworth Football Club Trading Limited will ensure that hirers are aware that no children may be admitted to films where they are below the age classification for the film or show. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.

5. Procedures

Hirers (where required) who do not have their own safeguarding policy must be made aware of this policy and procedures. This will be presented to them as a separate document in the form of a risk assessment (**Appendix B**). By signing this risk assessment, they are agreeing to adhere to the safeguarding policy and procedures.

- A. All trustees and committee members of Blisworth Football Club Trading Limited will familiarise themselves with safeguarding responsibilities, undertake training where appropriate on safeguarding issues **and** ensure that they understand the principles set out above. The use of a flowchart to support a referral for actual or suspected abuse is to be referenced (**Appendix C**).
- B. All trustees and committee members need to ensure the following actions take place:
- Trustees sign the Blisworth Football Club Trading Limited's Declaration of Acceptance of Office (**Appendix D**);
 - Appoint a person to be the DSL responsible for ensuring safeguarding practices and procedures are in place;
 - The appointed DSL goes on the recommended training for safeguarding leads (this training is to be renewed every 2 years);
 - Safeguarding training is offered to all committee members on an annual basis, led by the DSL, and an updated register of attendance recorded;
 - Understand actions to be taken should it be necessary to report an incident;
 - Support the DSL so they can carry out their duties. Appointing a DSL does not mean that committee members can abdicate their responsibility with regard to safeguarding at the clubhouse.
- C. The DSL will be the main point of contact for hirers, trustees, committee members or volunteers regarding safeguarding at the clubhouse. They will have the responsibility for reporting concerns that arise, as a matter of urgency, to the relevant safeguarding agency. They may choose to have a confidential discussion with others in order to clear up any misunderstandings or to corroborate and support any suspicions before reporting a concern to the lead agency. The nominated person should:
- Ensure all relevant DBS checks are carried out (register taken);
 - Ensure all trustees have signed the Declaration of Acceptance of Office;
 - Check the Hiring Agreement is in line with this policy and procedures;
 - Remind the trustees and committee members of the annual review of this policy;
 - Know who to contact at the local authority for advice and referrals;
 - Know about helplines and other sources of help for children, young people and adults at risk;

- Ensure that there is an environment in which trustees, committee members and volunteers have the opportunity to raise any child protection or an adult at risk protection concern.

D. At the time of this policy being adopted, the named DSL is **Matt Goude**:

Contact email: matthewgoude@sky.com

Contact phone number: 07720 032599

- E. All trustees and committee members of Blisworth Football Club Trading Limited will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.
- F. All trustees, members of the committee, helpers or other volunteers will not have unsupervised access to children or adults at risk unless appropriately vetted.
- G. The Booking Team (on behalf of the trustees and committee members of Blisworth Football Club Trading Limited) will ensure that all hirers of the clubhouse have signed the Hiring Agreement. This will require all hirers who wish to use the clubhouse for activities which include children and/or adults at risk, other than for hire for private parties arranged for invited friends and family, to either produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS) when requested to do so or, confirm that they have understood and will adhere to the clubhouse's principles and procedures with regard to safeguarding.
- H. Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or adults at risk. Appropriate supervision will be arranged if necessary.
- I. All suspicions or allegations of abuse against a child, young person or adult at risk will be taken seriously and dealt with speedily and appropriately. The DSL will know who to contact and where to go for support and advice in relation to an allegation; a concern about the quality of care or practice, or a complaint. An allegation may relate to a person who works with children, young people or adults at risk who has:
- Behaved in a way that has harmed a child, young person or adult at risk;
 - Possibly committed a criminal offence against, or related to, a child, young person or adult at risk; or
 - Behaved towards a child (or children), young person or adult at risk in a way that indicates they may pose a risk of harm to them.
- J. There is a requirement for hirers to report any damage, breakages or safety issues needing attention to the caretaker, as detailed in **Blisworth Football Club Trading**

Limited Health and Safety Policy. These will be dealt with as soon as possible, in the light of the circumstances, with provision to prevent access by children, young people and adults at risk pending repair where appropriate.

- K. The trustees and committee members of Blisworth Football Club Trading Limited will carry out an annual review of this policy.

Date of policy: May 2025

Date of review: May 2026

Appendix A

Local safeguarding board and other support organisations:

Northamptonshire Safeguarding Adults Board

NSAB Business Office

Northamptonshire Safeguarding Adults Board

One Angel Square

Angel Street

Northampton

NN1 1ED

www.northamptonshiresab.org.uk

[01604 365681](tel:01604365681)

To report a safeguarding concern please contact the Safeguarding team:

West Northants Council: [0300 126 7000](tel:03001267000)

Ann Craft Trust

The Ann Craft Trust

Centre for Social Work,

Nottingham,

Nottinghamshire,

NG7 2RD

[0115 951 5400](tel:01159515400)

NHS

Information booklet:

<https://www.england.nhs.uk/wp-content/uploads/2017/02/adult-pocket-guide.pdf>

Appendix B

Risk Assessment for Hirers who do not have/need a DBS

Name of Hirer	Click or tap here to enter text.	Date	Click or tap to enter a date.
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Is the Hirer going to be working with children or adults at risk? [Tick one box]

A Yes ☐ (if "Yes" you **must** obtain an Enhanced DBS certificate with Barred List check and you do **not** need to fill out this risk assessment further)

B No ☐ (if "No" you may choose to obtain an Enhanced DBS certificate **without** a Barred List check, based on this risk assessment and your professional judgement)

Factors to Consider	Description	Risk score
Will they have direct contact with children?	Click or tap here to enter text.	Choose an item.
Will they have direct contact with adults at risk?	Click or tap here to enter text.	
What is the purpose of the group event?	Click or tap here to enter text.	Choose an item.
Are there any known or suspected concerns around working with children/adult at risk?	Click or tap here to enter text.	Choose an item.
Any other factors to be taken into account.	Click or tap here to enter text.	Click or tap here to enter text.
Total Risk Rating [total up the risk scores for each factor]		Click or tap here to enter text.
Overall Risk level [tick one box – refer to guide below]		<div>Low <input type="checkbox"/></div> <div>Medium <input type="checkbox"/></div> <div>High <input type="checkbox"/></div>

Agreed Action: [tick box]

Enhanced DBS Check **NOT** required ☐ Enhanced DBS Check **IS** needed ☐

Comment on reason: Click or tap here to enter text.

Sign Off:

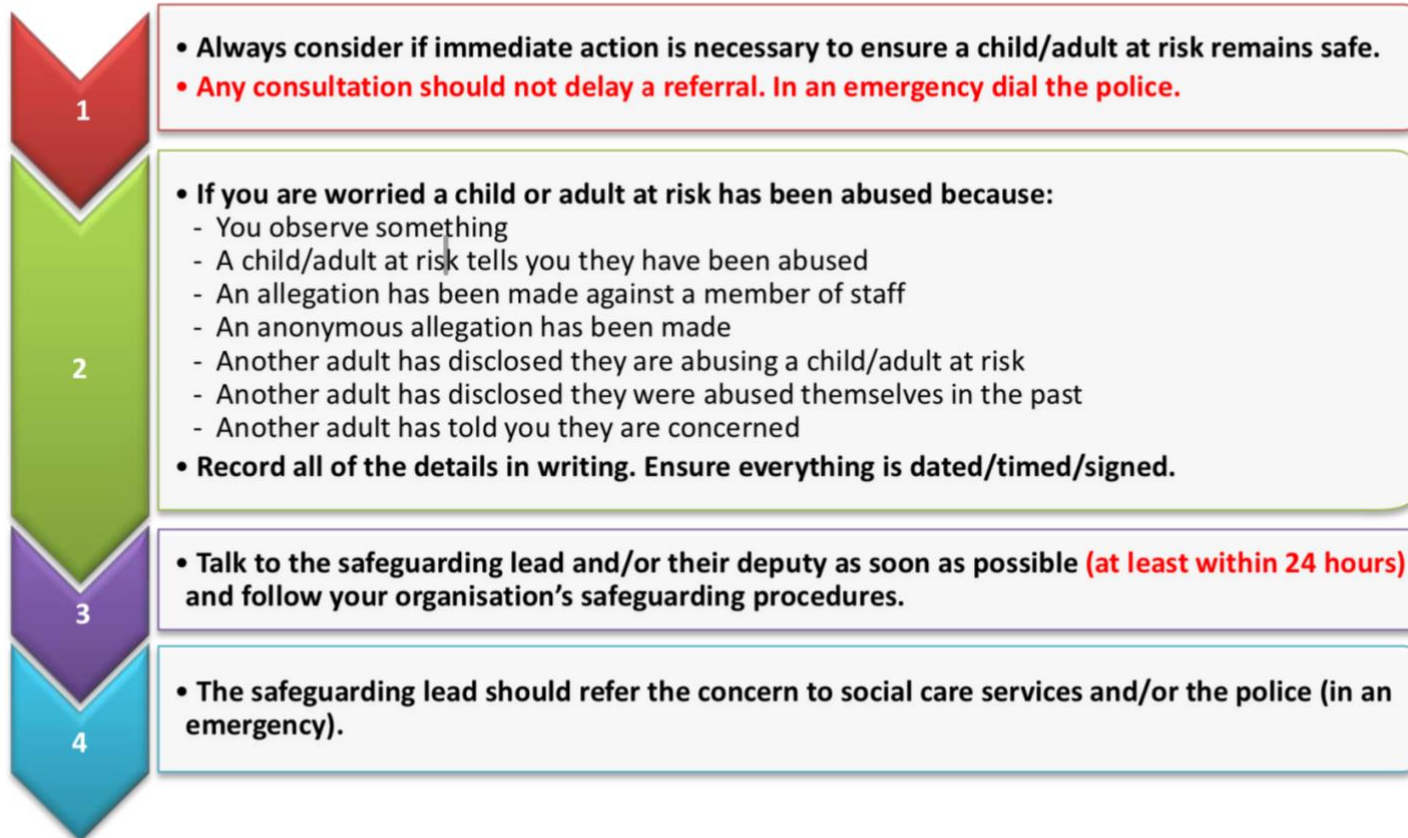
Name of person signing off risk assessment: Click or tap here to enter text.

Role: Click or tap here to enter text.

Signature:

Date: Click or tap to enter a date.

Child Protection Company



Appendix



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustee Eligibility Declaration

PLEASE COMPLETE USING BLOCK CAPITALS AND BLACK INK (complete additional forms if you have more than 4 trustees)

Organisation name (Your organisation name as it appears in your governing document)

Total number of trustees your organisation has

Trustee 1	Trustee 2	Trustee 3	Trustee 4
Name <input type="text"/>	Name <input type="text"/>	Name <input type="text"/>	Name <input type="text"/>
Signature: <input type="text"/>	Signature: <input type="text"/>	Signature: <input type="text"/>	Signature <input type="text"/>
Date <input type="text"/>	Date <input type="text"/>	Date <input type="text"/>	Date <input type="text"/>

Working with vulnerable groups

Tick this box if your organisation works with vulnerable people (including children) and you declare that you have:

- Read and understood the Charity Commission's safeguarding guidance
- Carried out all trustee eligibility checks the law requires and on the basis of those checks are satisfied that the people acting as trustees are both eligible and suitable to act as trustees of this charity

☐

Corporate Trusteeship

Tick this box if your organisation has a corporate trustee (another organisation which acts as trustee such as a local authority) and its directors are making this declaration)

☐

Personal benefit

If your organisation pays (or will pay) any trustee for being a trustee OR any trustee or person connected to them for providing goods and services, you declare that this will:

- be in the organisation's best interests
- be lawful and authorised
- help the organisation carry out its purposes (or be a necessary by-product of it carrying out its purposes)

Trustee eligibility and responsibility

By completing and signing this form, you declare that you:

- are willing to act as a trustee of the organisation named above
- understand your organisation's purposes (objects) and rules set out in its governing document
- are not prevented from acting as a trustee because you:
 - have an unspent conviction for one or more of the offences listed here*
 - have an IVA, debt relief order and/or a bankruptcy order
 - have been removed as a trustee in England, Scotland or Wales (by the Charity Commission or Office of the Scottish Charity Regulator)
 - have been removed from being in the management or control of any body in Scotland (under relevant legislation)
 - have been disqualified by the Charity Commission
 - are a disqualified company director
 - are a designated person for the purposes of anti-terrorism legislation
 - are on the sex offenders register
 - have been found in contempt of court for making (or causing to be made) a false statement
 - have been found guilty of disobedience to an order or direction of the Charity Commission

You also declare that:

- the information you provide to the Charity Commission is true, complete and correct
- you understand that it's an offence under section 60(1)(b) of the Charities Act 2011 to knowingly or recklessly provide false or misleading information
- your organisation's funds are held (or will be held) in its name in a bank or building society account in England or Wales
- you will comply with your responsibilities as trustees - these are set out in the Charity Commission guidance 'The essential trustee (CC3)'
- (if applicable) the primary address and residency details you provide in a charity registration application are correct and you will notify the Charity Commission if they change

* https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/820804/Disqualification_Reasons_Table_v2.odt

