



Safeguarding Adults at Risk Policy

1. Principles

Oxford City Football Club ("the club") is committed to safeguarding adults at risk and fully accepts its responsibility for the safety and welfare of all adults at risk who engage with the club. Simple process maps on how to respond to a safeguarding concern and what constitutes abuse and neglect can be found on pages 3-4.

The welfare of adults at risk is paramount and all adults at risk have a right to be protected from abuse regardless of their gender, race, disability, sexual orientation, religion, belief or age. Through the application of this policy and best practice, the club promotes the safety, welfare and well-being of all adults at risk enabling them to participate in any club activity in an enjoyable, safe and inclusive environment. This equally applies to the safety and security of those working with and who are responsible for the activities involving adults at risk.

Employees and volunteers who come into contact with adults at risk in club related activities should be positive role models and display high moral and ethical standards in line with the club's vision and values.

2. Scope

This policy is used across the club and is to be observed by all those working and coming into contact with adults at risk to ensure best practice in safeguarding is promoted and adhered to.

Activities undertaken at the following departments are under the remit of this policy including:

- Oxford City Sport in the Community
- Oxford City First and College teams..
- Oxford City Retail store
- Oxford City FC Matchday Operations
- Oxford City Youth Teams
- Oxford City Causal and Disability Teams



3. Definition of an Adult at Risk

An adult at risk is defined (Care Act, 2014; Section 14.2) as someone who is aged 18 or over and:

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

Safeguarding adults at risk is defined as (Care and Support Statutory Guidance, 2014; Chapter 14):

- Protecting their rights to live in safety and to be free from abuse and neglect;
- People and organisations working together to prevent the risk of abuse or neglect, and to stop these from happening.

4. Recruitment and Disclosure

As part of the club's recruitment and selection process, offers of work for positions which come into contact with adults at risk are subject to a satisfactory criminal record check (CRC), appropriate references and qualification checks, when applicable. All offers of work are subject to satisfactory outcome to the screening process and until such time that all background checks are deemed as acceptable by the club, the person concerned is not permitted to commence work.

All employees and volunteers in a position of trust are required to undergo regular CRC disclosure clearances, normally every three years or earlier if required.

Should any person's CRC reveal any cautions, convictions, community resolutions, warnings or final reprimands the club will consider whether the nature of the offence renders the person concerned unsuitable for working with adults at risk. In such circumstances, when the nature of any disclosure has to be considered, a risk assessment is carried out to evaluate the information.

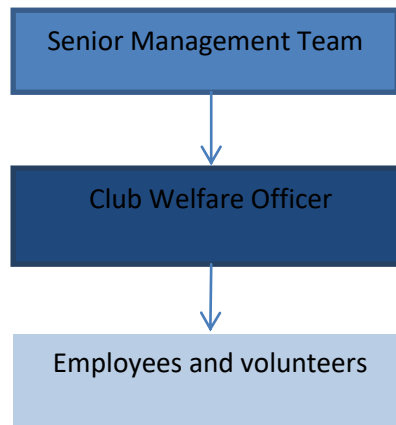
5. Training

Every employee and volunteer within the club will receive copies of the club's safeguarding policies and are expected to read and abide by it.



6. Roles and Responsibilities

The club has the following safeguarding structure in place.



Senior Management Team: is responsible for providing club-wide strategic leadership that assists the club to deliver the safeguarding strategy, vision, values, priorities and policies.

Club Welfare Officer (CWO): is the lead point of contact should safeguarding concerns arise. CWO is also responsible for all vetting checks.

Employees and Volunteers

Are responsible for familiarising themselves with the club's policy ensuring the safety and welfare of all adults at risk as well as promoting best practice and creating a safe and inclusive environment to prevent harm occurring.

7. Abuse and Neglect

There are 4 recognised categories of abuse as defined in Working Together to Safeguard Children (2015):

1. Physical abuse: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to an adult at risk. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in an adult at risk.
2. Sexual abuse: Involves forcing or enticing an adult at risk to take part in sexual activities, not necessarily involving a high level of violence, whether or not the adult at risk is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving adults at risk in looking at, or in the production of, sexual images,



watching sexual activities, encouraging adults at risk to behave in sexually inappropriate ways, or grooming an adult at risk in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other adults at risk.

3. Emotional abuse: The persistent emotional maltreatment of an adult at risk such as to cause severe and persistent adverse effects on the adult at risk's emotional development. It may involve conveying to an adult at risk that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the adult at risk opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on adult at risk. These may include interactions that are beyond a adult at risk's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the adult at risk from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children or young people frequently to feel frightened or in danger, or the exploitation or corruption of adult at risk. Some level of emotional abuse is involved in all types of maltreatment of a child or young person, though it may occur alone.
4. Neglect: The persistent failure to meet an adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of the adult at risk's health or development. Neglect may involve a parent or carer failing to:
 - a. Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
 - b. Protect an adult at risk from physical and emotional harm or danger;
 - c. Ensure adequate supervision (including the use of inadequate care-givers); or
 - d. Ensure access to appropriate medical care or treatment.It may also include neglect of, or unresponsiveness to an adult at risk's basic emotional needs

8. Radicalisation and Extremism

Radicalisation and extremism of adults at risk is a form of emotional abuse. HM Government states that the aim of radicalisation is to attract adults at risk to a particular extremist ideology. In many cases it is with a view to inspire adults at risk eventually to become involved with harmful or terrorist activities. Radicalisation can take place through direct personal contact, or indirectly through social media. Extremism is defined as vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.



9. Use of Photography and Film

Where appropriate and possible, parent/carers consent is sought in writing at the start of the season or prior to an event. The club adhere to the following principles when using photography or film:

- Only photographers that have sought the written or verbal consent of the senior management team will be allowed to take photos of the adults at risk on site. The images from anyone who hasn't gained written or verbal consent from the senior management team will be destroyed and disciplinary action taken.
- All adults at risk featured in club publications are appropriately dressed.
- When possible, the image will focus on the activity taking place and not a specific adult at risk.
- Where appropriate, images represent the broad range of people participating safely in the event.
- Designated club photographers will, where appropriate, undertake a CRC check and attend the club's and be personally responsible for keeping up to date with the latest guidelines from the relevant governing bodies.
- Adults at risk who are subject to a court order will not have his/her images published in any club document.
- No images of adults at risk featured in club publications are to be accompanied by personal details such as their name or home address.
- Recordings of adults at risk for the purpose of legitimate coaching are only filmed by club officials and are stored safely and securely at the club's premises.
- Any instances of inappropriate images in football should be reported to the Club Welfare Officer.

10. Good Practice and Code of Conduct

To ensure all adults at risk have the most positive and safe experience when engaging with the club, all employees and volunteers should follow the below principles:

- Listen carefully to adults at risk about his/her needs, wishes, ideas and concerns and take them seriously.
- Treat all adults at risk equally showing no favouritism.
- Always work in an open environment.
- Make the experience of the activity fun and enjoyable.
- Promote fairness, confront and deal with bullying.
- Maintain a safe and appropriate distance with adults at risk and avoiding any unnecessary physical contact.



- Where any form of manual/physical support is required, it should be provided openly and with the consent of the adult at risk.
- If adults at risk have to be supervised in changing rooms always ensure to work in pairs.
- Request written consent if an employee or volunteer has to transport adults at risk for any activities or events.
- Maintain all qualifications and professional development in line with FA policy.
- Ensure a qualified first aider is in attendance at all club activities.
- Promote the club's vision and values and be an ambassador for those values.
- Challenge unacceptable or inappropriate behaviour.
- Encourage adults at risk to take responsibility for their own behaviour and performance.
- Keep a written record of any incident or injury that occurs, along with details or any treatment given or action taken using club's Accident and Incident Report Form.

This list is not exhaustive.

11. Confidentiality

Every effort should be made to ensure that confidentiality of safeguarding cases is maintained for all concerned. Confidential information about a child or young person should never be used causally in conversation, or shared with any person other than on a need to know basis.

12. Review

The club shall review this Policy at the end of every season or whenever there is a change in legalisation, guidance, governing body rules or learning from safeguarding cases.

13. What to do if you suspect abuse or poor practice has occurred?

If you are concerned about the safety or welfare of an adult at risk you must act. Do not assume that someone else will help the child or young person. Safeguarding adults at risk is everyone's responsibility.

It is important that you report your concerns to the Club Welfare Officer.

Taking no action is not an option.

14. What to do if you receive a safeguarding concern from a child or young person.

14.1 Stage 1

Ensure the adult at risk's immediate needs are met and that they feel supported. It is important to understand that you should not deal with the concern yourself. The concern must always be taken



seriously and dealt with according to the guidelines of this policy. You are expected to act in the best interest of the adult at risk who may be at risk.

You Must:

- Put your own feelings aside and listen as if the information is not sensational.
- Allow the adult at risk to lead the discussion and to talk freely.
- Listen to what the adult at risk is saying without investigating. Try not to interrupt them or ask lots of questions.
- Allow the adult at risk to tell you at their own pace.
- Don't worry if the adult at risk stops talking for a while, silences are ok.
- Accept what the adult at risk says without challenge.
- Protect the adult at risk from sharing the information with too many other people.
- Provide reassurance that you are taking them seriously and they have done the right thing speaking about the concern.
- Let the adult at risk know it is recognised how hard it is for them to tell you.
- Avoid asking leading questions.
- Never ask questions that may make the adult at risk feel guilty or inadequate.
- If physical abuse has taken place, you may observe visible bruises and marks but do not ask an adult at risk to remove or adjust their clothing to observe them and do not take photographs of the injuries.
- Tell the adult at risk who you will be contacting e.g. Club Welfare's Officer and that you will support them through that process.
- Respect the confidentiality of the concern and do not share the information with anyone other than those who need to know. Those who need to know are defined as those who have a role to play in protecting adults at risk.

14.2 Stage 2

ASAP, once the immediate comfort and safety of the adult at risk is secured, you must inform your Club Welfare Officer. You may make a referral yourself directly to the relevant agency if you are



concerned that the adult at risk is in immediate danger and/or having difficulty contacting the Club Welfare Officer or if the Club Welfare Officer is the alleged abuser. Every effort should be made to ensure that confidentiality is maintained for all concerned.

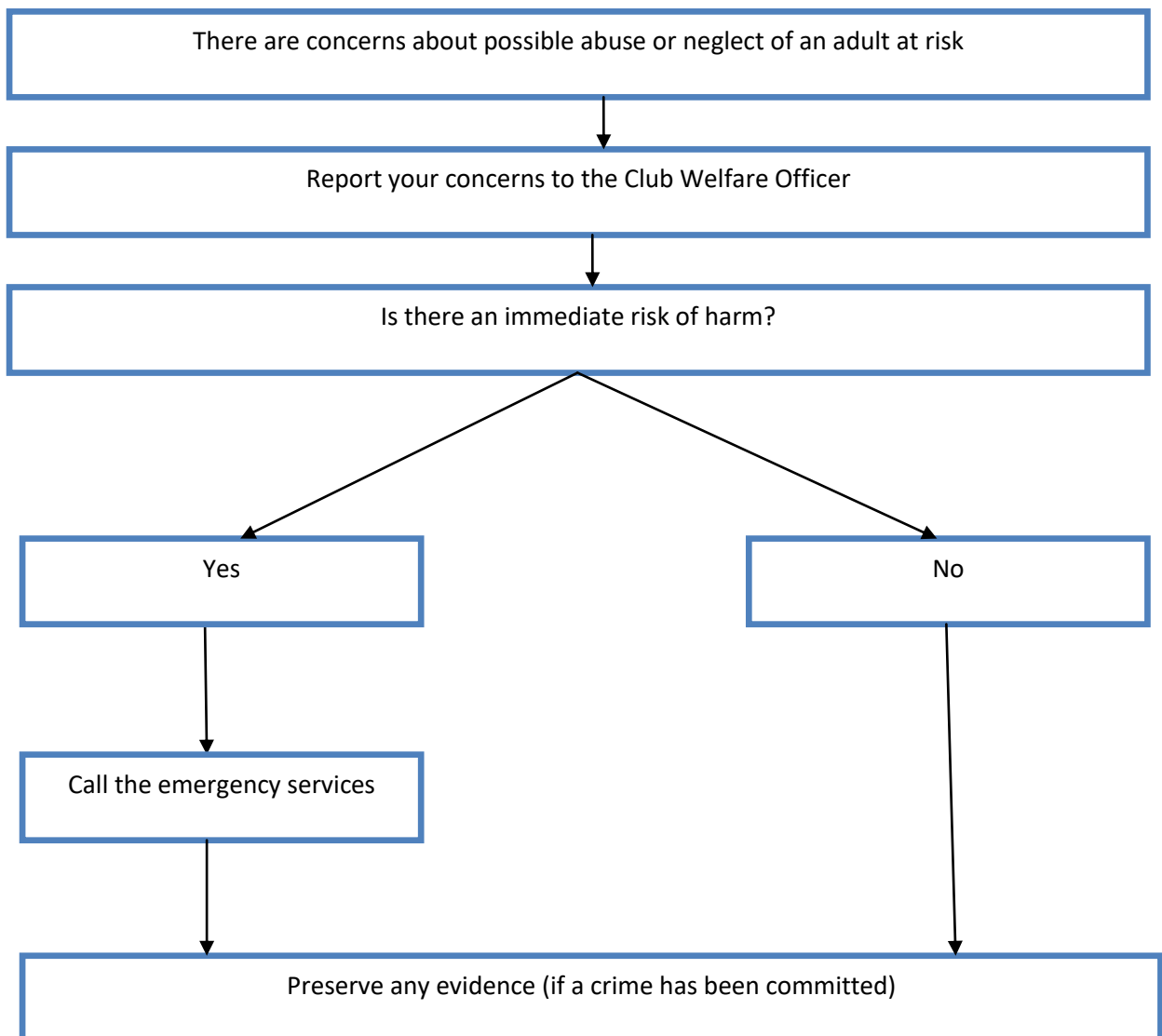
14.3 What happens next?

You should comply with any request made by the Club Welfare Officer or relevant external agency, depending where the referral was sent to. It is important that concerns are followed up and it is everyone's responsibility to ensure that they are. You should be informed by the Club Welfare Officer what has happened following the report being made. If you do not receive this information, you should be proactive in seeking it out.

If you have concerns that the report has not been acted upon appropriately, you should inform the club's Senior Management Team and contact the relevant external agency.

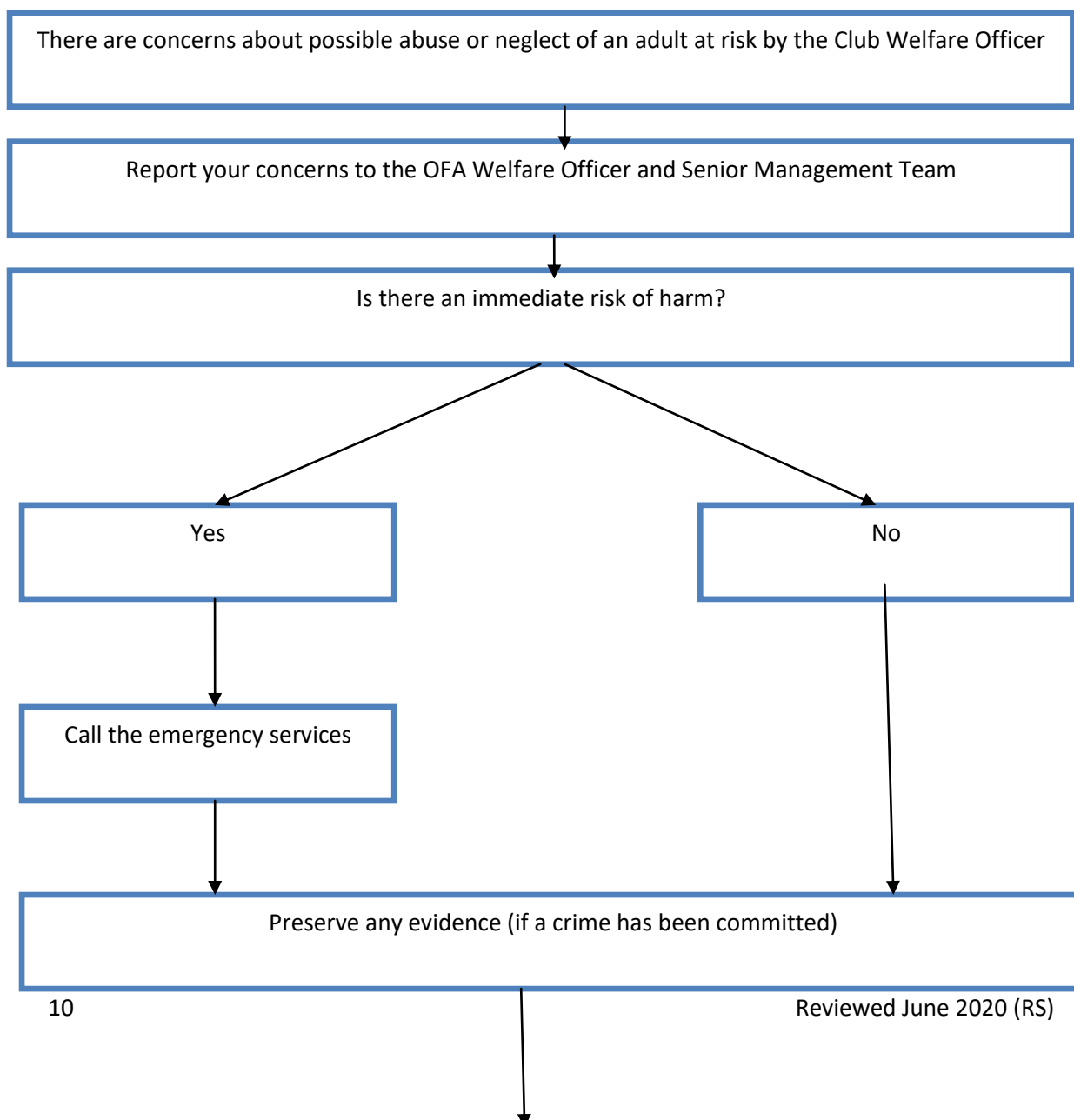


Raising a Safeguarding Concern





Raising a Safeguarding Concern about the Club Welfare Officer





Key Safeguarding Contacts

Club Welfare Officers

safeguarding@oxcityfc.co.uk

Paul Lyon: 07876682501

Oxfordshire FA County Welfare Officer

Nigel Saverton: safeguarding@oxfordshirefa.com

MASH (Multi-Agency Safeguarding Hub)

03450507666 (Option 2)

Mash-childrens@oxfordshire.gcsx.gov.uk