



Safeguarding Children Policy

Reviewed Annually



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1.0 Introduction

At Kettering Town FC Community Trust, the safety and welfare of our young people is of the utmost importance. Due to the day-to-day contact with young people, our staff are well placed to observe signs of abuse. All adults working for the Trust must protect children from harm and abuse and be aware that any young person may be at risk of harm or abuse. We have a duty to safeguard and promote the welfare of our young people (students under 18 years in FE institutions) under the Education Act 2002 and Children Acts 1989 and 2004 by identifying any child welfare concerns and taking action to address them in partnership with families and other agencies where appropriate.

The purpose of this safeguarding children policy is to set a clear protocol of action and framework for our responsibilities and legal duties in relation to each child's welfare. The hope is to ensure a reliable and effective response in the event of any concern for a child's welfare, and to support each child.

We aim to put children's needs first at all times. We hope to encourage children to be confident and assertive. We aim to develop a positive, trusting and respectful relationship with children and young people in our care, so that they know they will be listened to and believed.

Our policy applies to all staff and volunteers working for Kettering Town FC Community Trust.

In addition to our safeguarding children policy, we have policies to cover health and safety, anti-bullying, whistle-blowing, safe working practice (ethics), complaints and appeals and equality and diversity.



2.0 Safeguarding Children Policy Statement

2.1 Scope of Policy:

Kettering Town FC Community Trust are governed by the rules and regulations set out in the 1989 and 2004 Children Act, the FA Safeguarding Children and Vulnerable Adults guidance, Education Act 2002 and Working Together to Safeguard Children (2015).

The Community Trust is fully committed to ensuring that the best practice recommended by these bodies is employed throughout and has a responsibility to maintain regular dialogue and work in partnership with Northamptonshire FA Safeguarding Children's team.

Officers of the Trust, relevant staff and volunteers who carry out work for Kettering Town FC Community Trust, and relevant staff and organisations who work in partnership with the Trust, should all be committed to practices which protect children from harm. Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action. (Working Together to Safeguard Children, HM Government, 2018).

For detailed information on current legislation please refer to the following NSPCC and Working Together to Safeguarding Children links:

NSPCC - <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>

Working Together to Safeguard Children 2018 -

www.gov.uk/government/publications/working-together-to-safeguard-children

What is a Child?

Anyone who has not yet reached their 18th 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 their status or entitlements to services or protection (Working Together to Safeguard Children, 2018).

An 'Activity' means any activity or series of activities arranged for a child or children by or in the name of the Community Trust. These are deemed to be regulated and therefore activate the required levels of Disclosure and Barring Service (DBS) checks that are associated.



2.2 Values and Principles Underpinning this Policy:

The aims of Kettering Town FC Community Trust's Safeguarding Children Policy are:

- To safeguard children and young people who interact with the Community Trust.
- To demonstrate best practice in the area of safeguarding children.
- To develop a positive and pro-active welfare programme to enable all children and young people to participate in an enjoyable and safe environment.
- To promote high ethical standards throughout Kettering Town FC Community Trust's activities.

2.3 The key principles and aims underpinning this policy are:

- **Safeguarding is everyone's responsibility** – for KTFCCCT staff to be effective each member of staff must play their part
- **A child centred approach** – all KTFCCCT staff should have a clear understanding of the needs and views of children.
- The child or young person's welfare is, and must always be, the paramount consideration.
- All children have an equal right to be protected from abuse, exploitation or poor practice, irrespective of their age, disability, gender, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (see KTFCCCT Equality and Diversity policy).
- The Community Trust is committed to address the additional vulnerability of some participants and the extra barriers they may face e.g. those in care, looked after children, those with mental health issues, physical disability etc.
- All allegations of abuse or poor practice will be taken seriously and responded to efficiently and proportionately (see Allegations Against Staff and Volunteers policy).
- Recruiting employees, casual workers, agency staff, consultants, and volunteer safety, ensuring all necessary checks are made (see KTFCCCT Safer Recruitment Policy).
- To ensure that coaches, parents, and other adults who come into contact with children provide good role models of behaviour and have received effective management and training.
- Staff understand behaviour expectations in line with the staff employee handbook, induction policy and Safer Working Practice (ethics) policy.



- Sharing information about concerns with the appropriate agencies in a confidential manner (see KTFCCCT Privacy Policy).
- Ensuring there is a platform for staff to share best practice and discuss safeguarding through the Kettering Town FC Community Trust DSO, internal staff meetings and board meetings.
- Report when appropriate to the Disclosure and Barring Service (DBS) anybody delivering a regulated activity for Kettering Town FC Community Trust who is believed by the Trust to present a risk to harm children. Where the Trust 'withdraws permission' for a person to deliver a regulated activity they will also be reported to the DBS (Appendix 1, Reporting Concerns procedure).
- Review this policy on an annual basis to ensure up to date aims and objectives in line with changes to current legislation, terminology and personnel. This policy will also be reviewed following a serious incident.

The Community Trust has the power as part of their disciplinary procedure to issue a suspension, pending a risk assessment where any one or more of the following applies:

- The individual fails to comply with any part of Kettering Town FC Community Trust's DBS and safe recruitment processes.
- The FA Safeguarding team has imposed a suspension.
- The individual has engaged in 'Relevant Conduct' relating to children.
- The individual has been barred by the DBS from engaging in 'Regulated Activity' related to children.
- The individual has been convicted of, or made the suspect of caution for, a serious sexual, violent offence or any other offence that Kettering Town FC Community Trust believe to be relevant to the care of children (Relevant Offence).
- Following a risk assessment, the Trust is satisfied on the balance of probabilities that the individual poses or may pose a risk of harm to children.
- An allegation has been made against a member of staff requiring investigation.

In all circumstances involving an allegation or disciplinary issue, the action taken will follow the procedures set out in the KTFCCCT Disciplinary policy and procedures and Allegations against staff and volunteers' policy respectively.



The aims of this policy are to ensure that staff at KTFCCCT:

Work to stop abuse wherever possible by raising a concern.

- Safeguard children in a way that supports them.
- Promote an approach that focusses on improving life for the children participating in the trust's programmes.
- Work in partnership to play their part in identifying and responding to abuse and neglect.

In order to achieve these aims it is necessary to:

- Ensure that all staff are clear about their roles and responsibilities.
- Work together to provide an effective response to concerns.
- Develop a positive environment for participation that encourages children to be confident to confide in KTFCCCT staff.
- Provide opportunities for staff to access relevant safeguarding training to inform practice.
- Be clear on how to respond to safeguarding concerns using the procedures provided and having awareness of other policies related to safeguarding practice.

2.4 Management Roles and Responsibilities:

Day to day responsibility for implementation is delegated through the management structure from Designated Safeguarding Officer to the management team, delivery staff and volunteers.

Safeguarding concerns are communicated to the Chief Executive and the board representative through bi-weekly meetings between the DSO and Chief Executive.

The DSO will provide a safeguarding update for the board meetings informing of policy updates and/or statistics of safeguarding e.g. number of concerns raised.

Kettering Town FC Community Trust has a Designated Safeguarding Officer (DSO). The Designated Officer has a responsibility to:

- Inform the chief executive and the board of any safeguarding issues or changes to policy and procedure;
- Ensure staff are informed of relevant safeguarding updates and expectations during meetings;
- Liaise with the local authority Education and Children and Family Services, Police and other agencies on individual child protection cases;
- Act as the contact person within Kettering Town FC Community Trust, providing advice and support and ensuring that all staff (including temporary, supply staff and volunteers) are aware of their role;



- Be responsible for co-ordinating action within Kettering Town FC Community Trust on safeguarding issues and ensuring procedures are followed;
- Discuss individual cases with staff on a “need to know basis” to protect children's right to confidentiality;
- Oversee the planning of any curricular or other provision in relation to safeguarding matters;
- With any other relevant staff (e.g. key worker, youth worker), represent Kettering Town FC Community Trust at safeguarding meetings and be a member of a “Core Group” if required;
- Ensure staff are familiar with this Policy and Procedure, the Child Protection Procedures, and Government guidance;
- Raise awareness about safeguarding on an ongoing basis;
- Together with the Chief Executive Officer and local authority safeguarding training officer, arrange safeguarding training for all (i.e. including ancillary) staff and volunteers at least once every three years (and for new staff commencing work between whole service training sessions or absent for such sessions to arrange attendance at induction sessions arranged by the local authority);
- Ensure that they (Designated Safeguarding Officer) receive update training at least every 2 years;
- Where required utilise the right to follow KTFCCCT safeguarding procedures when there may be a lack of clarity in procedure by a partner organisation.

Designated Safeguarding Officer (KTFCCCT): Joshua French, Mobile: 07447 029897, Email: welfare@ktfccommunitytrust.com

If the DSO cannot be contacted, please contact the **Trust Manager:** Phil Wade, Mobile: 07748022199, Email: philwade@ktfccommunitytrust.com



2.5 Staff and Volunteers Roles and Responsibilities:

Everyone at Kettering Town FC Community Trust must be alert to the possibility that any child or young person could be the victim of abuse or neglect and must be familiar with these procedures.

It is every person's human right to live a life free from abuse and neglect. Every child has an equal right to support and protection within these procedures regardless of their individual circumstances or differences.

Throughout this policy due regard must be given to individual differences, including age, gender reassignment, disability, religion or belief, sex, sexual orientation, race or racial group, caring responsibilities, class, culture, language, pregnancy and marital or civil partnership status. KTFCCCT Equality and Diversity Policy outlines the Trust's commitment to Equality and Diversity.

The abuse or neglect may be from the carer, but also may be from another child or young person. Concern about a young person must be discussed with the Designated Safeguarding Officer immediately so that, if necessary, a referral can be made without delay. In urgent situations, referral must not be delayed. If the Designated Safeguarding Officer is not available, please consult the CEO who will have access to the appropriate course of action. Any concern about a child must be reported following the procedures set out in this policy.

Staff and volunteers have a responsibility to report poor practice or any concerns regarding staff and volunteers both internally and from external organisations. This is in line with the Kettering Town FC Community Trust whistleblowing and complaints and appeals policies.

Staff and volunteers are also responsible for ensuring that they undertake relevant training identified for their post. The DSO has a responsibility to inform staff of upcoming training in regard to safeguarding.

Kettering Town FC Community Trust staff, volunteers and others will encounter children in a range of situations and in a range of locations including the office, schools, leisure facilities and out in the local community, as well as in a range of other environments.



2.6 Working in partnership – Due diligence

Kettering Town FC Community Trust work in partnership with a variety of organisations. KTFCCCT ensure that any service level agreements that are in place with delivery partners highlight the requirement to safeguard children and young people. KTFCCCT will inform delivery partners that the Trust has policies and procedures in place in order to report concerns. KTFCCCT will always ensure that delivery partners, namely when commissioning, have the required insurance(s), DBS checks have been performed on staff and that the organisation has thorough safeguarding procedures.

Where a delivery partner has their own safeguarding procedures e.g. schools, KTFCCCT will follow these procedures as a supporting partner.

Whether commissioning an organisation to deliver on behalf of KTFCCCT or working in partnership with an organisation, Kettering Town FC Community Trust will always follow its own procedures if at any time there is deemed to be lack of clarity or response to a concern by a partner organisation.



3.0 Safeguarding Code of Conduct

'Safeguarding' can be defined as 'keeping children, young people and adults' at risk safe from harm'.

The Code of Conduct:

- Makes clear what is required to all staff (inclusive of volunteers);
- Supports staff in meeting their obligations;
- Enables staff to raise concerns without fear of blame;
- Reduces the risk of misplaced or malicious allegations by clarifying responsibilities.

Staff must abide by the following:

- Report any incidents or concerns that cause you to believe that a child, young person or adult at risk is, or is likely to be, at risk of harm including if you suspect that a child or adult at risk may be under the influence of radicalisation or extremism (Prevent).
- KTFCCCT will support any staff member raising legitimate concern about the actions of others.
- Refer to the KTFCCCT whistleblowing procedure if you feel an incident of concern cannot be reported to your manager or your managers manager.
- Disclose any criminal record, caution, reprimand or warning (subject to filtering) whether received prior to or during the course of your employment or volunteering.
- Inform your manager of anyone living in your household or at your address who becomes disqualified from working with children or adults at risk.
- Comply with KTFCCCT policies and procedures that support the development and wellbeing of children and adults at risk accessing our services.
- Promote positive behaviour through their actions during their duties.
- Ensure behaviour is managed effectively to provide a safe environment for participation.

It is not acceptable (and in some instances, may be unlawful) for you to:

- Use your position to intimidate, bully, threaten, discriminate against, coerce or undermine children, adults at risk or staff.
- Behave or communicate with children and adults at risk in ways which seek to build inappropriate relationships in order to abuse or put them at risk.
- Use a relationship with a service user or family member for personal gain. Any gift giving must be agreed with your manager.
- Give special rewards or privileges in an attempt to build appropriate relationships with children or adults at risk.
- Engage in, or attempt to engage in non-professional relationships with children and adults at risk for whatever reason e.g. suggestive comments, texts, emails and sexual relationships.
- Carry out your role whilst affected by alcohol or drugs.
- Contact children and adults at risk for reasons that are not of a professional nature.

Print name: _____

Signature: _____



4.0 Designated Safeguarding Officer Role Specification

KTFCCCT will ensure that the safeguarding services they provide to children are discharged in a way that promotes the welfare of children and young people.

Safeguarding Commitment

Kettering Town FC Community Trust is committed to safeguarding and promoting the welfare of children, young people and expects all staff and volunteers, parents, young players and any partner agency or commissioned service to share this commitment.

Post Title: Designated Safeguarding Officer

Department: Kettering Town FC Community Trust

Responsible to: The Trustees

Responsible For: Safeguarding throughout KTFCCCT, ensuring staff adhere to safeguarding policy.

The DSO's main duties include:

1. The first point of contact for all staff and volunteers to go to for advice if they are concerned about a child.
2. Responsible for ensuring that their organisation's safeguarding policy is kept up to date and complete;
3. Ensure that they comply with safe recruitment procedures for new staff members and their induction.
4. Support staff to assist in information regarding concerns and support decision making about whether staff concerns are sufficient enough to notify Children's Social Work Services and other organisations.
5. Make formal referrals to the Duty and Advice Team; LADO; FA Case Management.
6. Ensure that concerns are logged and stored securely.
7. Have joint responsibility with the SSM and Board of Trustees to ensure that the organisation's safeguarding policy and related policies and procedures are followed and regularly updated;
8. Responsible for promoting a safe environment for children and young people;
9. Know the contact details of relevant statutory agencies e.g. Children's Social Work Services (CSWS), Police, Local Safeguarding Children Board, and the Local Authority Designated Officer (LADO) for allegations against staff.
10. To identify training opportunities for staff and maintain a database of training including renewal dates for DBS.
11. To work with the NFA Safeguarding Officer and FA Case Management Team in regard to safeguarding issues and concerns.



It is not the responsibility of the designated safeguarding officer to decide whether a child has been abused or not- that is the responsibility of investigative statutory agencies such as Children's Social Work Services or the police. However, keeping children safe is everybody's business and all staff should know who to go to and how to report any concerns they may have about a child being harmed or at risk of being harmed.

5.0 Useful Contacts

Kettering Town FC Community Trust

Telephone Number: 01536 217006

National Football League Trust

Email: admin@nationalleaguetrust.org.uk

Telephone Number: 0121 634 3155

The Football Association Safeguarding Team

Telephone Number: 0800 1691863

The FA CRC

Email: FAChecks@TheFA.com

Northamptonshire FA

Telephone Number: 01604 670741

Email: info@northamptonshirefa.com

Northamptonshire Police

Telephone Number: 0300 011 1222

Northamptonshire County Council – Adult Social Care

Telephone Number: 01604 626938

St Marys Hospital, Kettering – Adult Mental Health Services

Telephone Number: 01536 410141

Kettering General Hospital

Rothwell Road, Kettering, NN16 8UZ.

Telephone Number: 01536 492000

NSPCC Helpline

Telephone Number: 0808 800 5000

Childline

Telephone Number: 0800 1111

Website: www.Childline.org.uk

CEOP – Child Exploitation and Online Protection Centre

Website: www.ceop.gov.uk

Child Protection in Sport Unit

Website: www.nspcc.org.uk/inform/cpsu

National Citizen Services, PHAROS

24hr helpline: 020 3637 0520

Anti-Bullying Alliance

Website: www.anti-bullyingalliance.org.uk

Charity Commission

Telephone Number: 0845 3000 218

Website: www.charity-commission.gov.uk

Working Together to Safeguard Children

Website:

www.gov.uk/government/publications/working-together-to-safeguard-children

Keeping Children Safe in Education

Website:

www.gov.uk/government/uploads/system/uploads/attachment_data/file/550551/keeping_children_safe_in_education.pdf



6.0 Trustee and Staff Log

Trustee's and Trust Employee's Log.

| Role | Name | Signature | Date |
|-----------------|----------------|-------------|-----------|
| Chair | Gary Graham | G. Graham | Nov 2020 |
| Trustee | Luke Graham | L. Graham | Nov 2020 |
| Trustee | Jason Thurland | J. Thurland | Nov 2020 |
| Welfare Officer | Joshua French | J. French | Feb 2022 |
| Treasurer | Joshua French | J. French | Sept 2021 |
| Trust Manager | Phil Wade | P. Wade | Nov 2020 |