

Oxford United in the Community

Safeguarding Children Policy & Procedures



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PRINCIPLES

If you work or intend to work with children or young people, you are automatically placed in a position of trust that carries authority, status, power and responsibility. If the adults involved are positive role models displaying high moral and ethical standards, the benefit to children and young people's development can be significant. Football can and does have an effect on children and young people's development and is potentially an inspiration to whole communities.

The child's welfare is, and must always be, the paramount consideration

The UK Government's publication, *Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children* (March 2015), provides a summary of the various pieces of legislation protecting the rights of all children and young people to be protected from abuse and exploitation regardless of their age, gender, gender reassignment, sexual orientation, marital status or civil partnership, racial origin, faith, ability or disability, pregnancy and maternity.

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Working in partnership with other organisations, children and young people and their parents and carers is essential.

Oxford United in the Community (The Charity) is committed to working in partnership with the Police, Children's Social Care, Local Safeguarding Children's Boards and the Disclosure and Barring Service (DBS) in accordance with their procedures. This is essential to enable these organisations to carry out their statutory duties to investigate concerns and protect all children and young people.

The Charity's Safeguarding Children Policy is in response to government legislation and guidance, developed to safeguard the welfare and development of children and young people.

It is through the application of the Policy and Procedures that the Charity will seek to develop a positive and proactive welfare programme to enable all children and young people to participate in an enjoyable and safe environment. This equally applies to the safety and security of those working with and responsible for the activities involving children and young people.

SCOPE

The Policy and Procedures have been submitted for approval to the Oxfordshire Safeguarding Children Board (OSCB) and promotes the statutory guidance for safeguarding and promoting the welfare of children. The Charity will also ensure compliance with the Protection of Freedoms Act 2012.

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This Policy is for use across the Charity and is to be observed by all those working with children and young people. The standard application of this Policy and Procedures across the Charity, promoting safeguarding good practice is mandatory.

All the requirements are obligatory and are to be enforced as indicated by the appropriate persons in all cases where there are any suspected instances of poor practice or abuse.

All employees, workers, consultants, trustees, agency staff and volunteers must make themselves aware of the Charity's Safeguarding Children Policy and Procedures and where appropriate their work with children and young people will be supported by a safeguarding training programme.

The designated person with responsibility for safeguarding and child protection at the Charity is the Head of Charity.

The Charity fully acknowledges and accepts its responsibility for the safety and well-being of children and young people, who engage in any way in any activity carried out.

Their welfare is of paramount importance. It is the duty of all adults working at the Charity to safeguard the welfare of children and young people by creating an environment that protects them from harm.

The Charity has in place comprehensive safeguarding procedures which meet the requirements of The FA Safeguarding Children Rules and The Children Act 1989 and 2004 to ensure the national standards for safeguarding are met and implemented throughout the Charity.

This policy will be reviewed annually and following a major incident, organisational or legislative change.

Definition of a Child

For the purposes of this policy, a child or young person is someone under the age of 18 years.

AIMS & KEY PRINCIPLES

The aims of the Club's Safeguarding Children Policy are:

- To safeguard all children and young people who interact with the Charity.
- To demonstrate best practice in the area of safeguarding children and young people.
- To develop a positive and proactive welfare programme to enable all children and young people to participate in an enjoyable and safe environment.
- To promote high ethical standards throughout.

The key principles underpinning this policy are:

- The child or young person's welfare is, and must always be the paramount consideration.
- All children and young people have a right to be protected from abuse regardless of their gender, race, disability, sexual orientation, religion or belief or age.
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to efficiently and appropriately.
- To ensure that staff, coaches, parents and other adults who come into contact with children and young people are good role models.

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- Working in partnership with other organisations, children and young people and their parents/carers is essential.

ROLES AND RESPONSIBILITIES

The Charity has a comprehensive safeguarding structure which ensures the safety and welfare of all children and young people who interact with the Charity. For the purpose of this Policy and Procedure the Safeguarding Team consists of; the Senior Safeguarding Manager, Designated Safeguarding Lead, and Trustee with Responsibility for Safeguarding.

Board of Trustees

The latest version of the UK Government guidance, *Working Together to Safeguard Children 2015* (updated February 2017) stipulates that organisations working with children should nominate a Board member to take leadership responsibility for the organisation's safeguarding arrangements.

The Trustee with Responsibility for Safeguarding is responsible for ensuring that safeguarding is a key priority at Board Level.

Furthermore, all Trustees are required to take an active responsibility for safeguarding, taking top-level responsibility and supporting the management, staff and volunteers of OUIc in implementing best practice.

Senior Safeguarding Manager (SSM)

The SSM is responsible for the strategic and operational direction and embedding safeguarding across the Charity, overseeing and ensuring correct implementation. He/she is also lead point of contact should safeguarding concerns arise and the Lead Disclosure Officer.

He/she reports to the Board of Trustees on safeguarding at every Board meeting and whenever a related issue arises, and works closely with the Trustee for Safeguarding to develop and finalise safeguarding strategy.

The SSM is required to undertake safeguarding training at least every two years.

In addition, the Trustee for Safeguarding and SSM will liaise with the OSCB, the EFL Trust and the FA to ensure that they are fully up to date with developments and best practice in the safeguarding of children.

The SSM will closely support the DSL in the implementation of safeguarding policies and procedures.

Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead is responsible for all operational aspects and embedding safeguarding in all of the charity programmes as well as being the lead point of contact in all those areas. He/she is also responsible for ensuring all vetting checks including criminal record checks adhere to the Charity's Recruitment Policy as well as legislation and governing body rules.

The DSL will:

- Ensure each member of staff has access to and understands the Charity's Safeguarding Policy & Procedure, especially new and part time staff

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- Receive and coordinate referrals, arranging action and reviewing services where necessary
- Maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection, and ensure that they are shared with the relevant authorities
- Liaise with schools or care services to inform them of issues especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies
- Ensure that the setting is always presented positively within and beyond the setting and to encourage a culture of listening to children and vulnerable adults and taking account of their wishes and feelings on any measure the authorities might have taken to protect them
- Maintain and protect confidentiality at all times
- Contribute to service development, including responsibility of the delivery of new staff induction package and arrangements for all staff training
- Liaise and co-ordinate with colleagues within own setting and outside organisations regarding the coordination and monitoring of all referrals and recommendations within the setting
- Ensure that all staff are made aware of referrals of vulnerable children or adults

The DSL will sit on the OUFC Safeguarding Board and will ensure alignment of the Charity's safeguarding framework with that of OUFC and will report any changes or amendments to the Charity's policy and notify the Club of any reported safeguarding concerns.

All employees, agency staff, trustees, consultants and volunteers are responsible for familiarising themselves with the Charity's policy and procedures, ensuring the safety and welfare of all children and young people as well as promoting best practice and creating a safe and inclusive environment to prevent harm occurring through awareness of what constitutes abuse and neglect.

RECRUITMENT & DISCLOSURE

In line with the Charity's Recruitment and Selection Policy, offers of work for positions which involve working with children and young people are subject to a satisfactory self-declaration and a Disclosure and Barring Service (DBS) check at the level of Enhanced with list checks as relevant, CV checks, appropriate references, right to work in the UK checks and a qualification check, if applicable. All offers of work are subject to a satisfactory outcome to the rigorous screening process and until such time that all background checks are deemed as acceptable by the Charity, the person concerned is not permitted to commence work.

All employees, workers, consultants, trustees, agency staff and volunteers in a position of trust are required to undergo regular DBS disclosure clearances, normally every three years or earlier if required.

Should any person's DBS reveal any cautions, convictions, community resolutions, warnings or final reprimands:

- The Charity will consider whether the nature of the offence/offences renders the person concerned unsuitable for working with children and young people.

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- In such circumstances, when the nature of any disclosure has to be considered, a risk assessment is carried out to evaluate the information contained within the disclosure certificate.
- The person may also be required to attend a risk assessment meeting with the Head of Charity and Designated Safeguarding Lead (DSL) prior to a recruitment decision being made.
- The Charity will take into account the Rehabilitation of Offenders Act and only consider offences which are relevant to the care, supervision and training of children.
- Applicants can be assured of confidentiality in respect of the actual offending.
- Decisions will be communicated to applicants in a timely fashion.

All new employees, workers, consultants, trustees, agency staff and volunteers working with children and young people at the Charity are required to complete a self-declaration on commencement of duties, and to immediately report to the Company any convictions or offences with which they are charged.

When the Charity uses suppliers or agencies to undertake its work, they are be subject to rigorous vetting and safeguarding checks and required to adhere to the Charity's policy and procedures as set out in their contracts or service level agreements where relevant. They will not have unsupervised access to children and young people during their time with the charity.

INDUCTION AND TRAINING

During the induction process, employees who work with or come into contact with children and young people are required to attend the Charity's safeguarding and protection training along with the FA workshop on Safeguarding Children in Football or equivalent course for OUITC's non-football related programmes. Employees also receive a copy of this Policy and Procedures and are required to acknowledge that they have read and agree to abide by them.

Workers, consultants, trustees, agency staff and volunteers who have roles that work with or come into contact with children and young people will undertake both club and FA or equivalent training. They also receive copies of the Charity's Safeguarding Policies and Procedures and are expected to read and abide by them as set out in their Agreements.

Refresher safeguarding training is provided every three years or earlier as required. A record of satisfactory completion of training is kept by the Designated Safeguarding Lead (DSL).

RESPONSIBILITY OF SAFEGUARDING CHILDREN – POSITION OF TRUST AND DUTY OF CARE

The Charity acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment. All employees, workers, consultants, trustees, agency staff and volunteers are accountable for the way in which they exercise authority, manage risk, use resources and protect children from discrimination and avoidable harm. To ensure best practice at all times employees, workers, consultants, trustees, agency staff and volunteers must be fully aware of this Safeguarding Children Policy and Procedures and their responsibilities. All employees, workers, consultants, trustees, agency staff and volunteers have a duty of care to keep children and young people safe; this can be exercised through the development of respectful, caring and professional relationships between adults and children/young people. Employees, workers, consultants, trustees, agency staff and

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volunteers must demonstrate integrity, maturity and good judgement whilst working with children and young people.

Any person responsible for a child or young person, whether solely or jointly, is in a position of trust which requires behaviour to be in accordance with this policy.

Examples of positions of trust (but are not limited to) include; A Head of a Department, member of community staff or volunteer working with children, a coach, a team manager, a scout, a physiotherapist, a driver, a learning mentor/tutor, as well as staff engaged in matchday activity involving children and young people, including supervising mascots, stewards, hosts/hostesses, catering personnel and photographers.

PROTECTING CHILDREN AND YOUNG PEOPLE WITH DISABILITIES

For many years children and young people with disabilities were not considered to be vulnerable to abuse. It is now known that this is not the case and that children and young people with disabilities are at an increased risk of abuse and that the greater the disability the greater the risk.

There are a number of factors that contribute to this and these include:

- Lack of friends and peer group to support and protect.
- Intimate/physical care/invasive medical care required. This can make it difficult for the child or young person to know what is acceptable and unacceptable touch.
- Lack of speech or limited communication. This makes it harder to report abuse.
- Multiple carers – making it hard to identify who may be abusing.
- History of being told what to do and not given choices.
- Depending on the abuser for a service or basic need.
- Having medical conditions that are used to explain injuries.

Children and young people with disabilities may also be less valued than their peers and poor care may be observed but tolerated by others. This might include such things as not speaking directly to the child or young person; not offering choices; not moving and handling them safely; not respecting their privacy and dignity; not treating them according to their age; allowing physical restraint to occur; or using derogatory language.

There is no one way to ensure that children and young people with disabilities are protected but the safest environments are those that help children and young people to protect themselves by helping them to speak out and do their best to stop abuse from happening and take responsibility for observing, challenging and reporting poor practice and suspected abuse.

Safe environments for children and young people with disabilities are also safer for all children and young people.

A safe environment is one where:

- Abuse is openly acknowledged to exist and is discussed by adults.
- Training in awareness takes place.
- Policies and procedures are known by all and followed.

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- There is support for those who report suspicions or concerns.

In addition, safe environments:

- Ensure that those working with children and young people learn the child or young person's communication method. They may need help to do this.
- Ensure that the child or young person's health needs are known, recorded and that sufficient people know how to respond. This may mean knowing how to manage a seizure or an asthma attack. It may mean ensuring that medication is kept to hand, administered correctly, and recorded.
- Ensure a mobile phone is available and switched on.
- Discuss with parents or carers any physical care that is required and how this can best be done with respect and dignity. This will usually mean same gender carers, and consistent carers or supporters. Consideration needs to be given to the balance of the need for privacy with the need for accountability and protection against allegations for carers. This is best done by consulting with parents or carers and the child or young person concerned.
- Give the child or young person every opportunity to make informed choices and respect their choice.
- Have clear strategies for dealing with difficult behaviour that excludes any kind of physical punishment or restraint.
- Listen to and advocate for children and young people.
- Involve children or young people and their families wherever possible. This helps give all children and young people a voice and may act to deter abusers.

GOOD PRACTICE

All employees, workers, consultants, trustees, agency staff and volunteers working with children or young people should adhere to the following principles and action (list is not exhaustive):

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Make the experience of the sporting activity fun and enjoyable: promote fairness, confront and deal with bullying.
- Treat all children and young people equally and with respect and dignity.
- Always put the welfare of the child or young person first.
- Maintain a safe and appropriate distance with children and young people and avoid unnecessary physical contact.
- Where any form of manual/physical support is required it should be provided openly and with the consent of the child or young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child or young person's consent has been given.
- If groups have to be supervised in changing rooms always ensure coaches etc work in pairs.
- Request written parental consent if Charity officials are required to transport children and young people.
- Gain written parental consent for any significant travel arrangements e.g. overnight stays.
- Coaches are qualified and a qualified first aider is in attendance.
- Ensure that at away events adults should not enter a child or young person's room or invite children and young people to their rooms.

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- Be a good role model, this includes not smoking or drinking alcohol in the company of children and young people.
- Always give enthusiastic and constructive feedback rather than negative criticism.
- Secure written parental consent for the Charity to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises.
- Keep a written record of any injury that occurs, along with details of any treatment given.
- All other good practice/common sense principles given the varying situations.

POOR PRACTICE

- The following are regarded as poor practice and should be avoided by all employees, workers, consultants, trustees, agency staff and volunteers (list is not exhaustive):
- Unnecessarily spending excessive amounts of time alone with children and young people away from others.
- Being alone in changing rooms, toilet facilities or showers used by children and young people.
- Taking children or young people alone in a car on journeys, however short.
- Taking children or young people to your home where they will be alone with you.
- Sharing a room with a child or young person.
- Engaging in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in inappropriate touching of any form.
- Allowing children or young people to use inappropriate language unchallenged.
- Making sexually suggestive comments to a child or young person, even in fun.
- Reducing a child or young person to tears as a form of control.
- Allow allegations made by a child or young person to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature that the child or young person can do for themselves.

IF IN DOUBT DON'T.

Challenging poor practice such as racism, homophobia, bullying, foul, aggressive or provocative language or any controlling behaviour that upsets children or young people is vital. Never ignore bullying or verbal abuse by parents, coaches, children or young people. Listen to and support the person being targeted. Explain to the bully that this is unacceptable.

SIGNS, INDICATORS AND FORMS OF POOR PRACTICE AND ABUSE

“Child abuse” is a term used to describe what happens when a person, or a group of people, harm a child or young person under the age of 18. Abuse and neglect are forms of maltreatment of a child; somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children and young people may be abused in a family, institutional or community setting, by those known to them or, more rarely by a stranger. They may be abused by an adult or adults, or another child/children or young person.

There are five types of abuse to be aware of that can arise in a football situation, they are as follows;

- Neglect,
- Physical abuse,

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- Sexual abuse,
- Emotional abuse,
- Bullying.

Full details of signs and indicators of abuse can be found in Appendix 1 at the end of this policy.

WHAT TO DO IF YOU SUSPECT ABUSE OR POOR PRACTICE HAS OCCURRED?

If you are concerned about the welfare of a child or young person or you are concerned about an adult's behaviour towards a child or young person you must act. Do not assume that someone else will help the child. Safeguarding children is everyone's responsibility.

It is important that you report your concerns to one of the following;

- Head of Charity
- Designated Safeguarding Lead
- Trustee for Safeguarding
- Any fulltime member of OUitC as they act as managers within their programmes

Taking no action is not an option.

WHAT TO DO IF YOU RECEIVE A SAFEGUARDING DISCLOSURE FROM A CHILD OR YOUNG PERSON

Children or young people who may be vulnerable are likely to disclose abuse to those they trust and how one responds to a disclosure is crucial.

Stage 1

Deal with the disclosure as it happens and ensure that the child or young person's immediate needs are met and that they feel supported. When a disclosure is made, it is most important to understand that you must not investigate the disclosure yourself. The disclosure must always be taken seriously and dealt with according to the guidance in this Policy and Procedures, even if the truth of the disclosure is uncertain. You are not expected to act as a social worker, counsellor, judge, and jury or avenge the abuser; you are however expected to act in the best interest of the child or young person who may be at risk.

You must:

- Put your own feelings aside and listen as if the information is not sensational.
- Allow the child/young person to lead the discussion and to talk freely.
- Listen to what the child/young person is saying. Try not to interrupt them or ask lots of questions. Being asked a lot of questions can feel like being interrogated.
- Let them tell you at their own pace. Don't worry if the child/young person stops talking for a while - silences are OK. You don't have to rush in to fill the gaps.
- Accept what the child/young person says without challenge.
- Listen to the child/young person without investigating.
- Allow the child/young person to talk but protect them from sharing the information with too many other people.
- Provide reassurance that you are taking them seriously.
- Let the child/young person know it is recognised how hard it is for them to tell.

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- Reassure them that they are doing the right thing by disclosing.
- It is ok to let them know if you are unable to answer all their questions.
- Avoid using questions such as “Is there anything else you would like to tell me?”.
- Avoid asking leading questions like “Did the coach hit you?”.
- Never ask questions that may make the child/young person feel guilty or inadequate.
- If physical abuse has taken place, you may observe visible bruises and marks but do not ask a child/young person to remove or adjust their clothing to observe them.
- Tell the child/young person who you will be contacting e.g. Programme Lead, Safeguarding Manager, statutory agencies etc. and that you will support them through that process.
- Once you have established that they have been harmed or are at risk of being harmed, do not pursue the conversation any further. This is important to ensure that questions cannot be raised later about possible manipulation of the disclosure.
- Respect the confidentiality of the disclosure and do not share the information with anyone other than those who need to know. Those who need to know are those who have a role to play in protecting children/young people.

You must not:

- Panic or show that you are shocked. It is important to remain calm and in control of your feelings.
- Document the conversation while the child/young person is disclosing. This should be done as soon as possible after the child/young person has disclosed to you.
- After the child/young person has disclosed, the conversation must be documented remembering as accurately as you can, the words and phrases used by the child/young person to describe what has happened to them.
- Investigate but do listen and reassure the child/young person that they are doing the right thing by disclosing.
- Give the impression that you might blame the child/young person e.g. Don’t ask: “why did you let him?”, “what were you doing there anyway?” or “why didn’t you tell me before?”.
- Press for details by asking questions such as “what did he/she do next?”.
- Ask leading questions.
- Pass judgement on what is said, but do try to alleviate any fears or guilt which the child/young person may have.
- Make false promises and/or promise confidentiality – it should be explained that the child/young person has done the right thing, who will need to be told and why.
- Approach the alleged abuser yourself.

Do remember, when a child/young person discloses they may feel:

Guilt: They may blame themselves for the abuse and often feel guilt for telling.

Ashamed: They may feel ashamed about the abuse itself.

Confused: They may be confused about their feelings for the alleged abuser.

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Scared: They may be fearful of the repercussions of telling. They may be scared of the alleged abuser.

Be careful about touching (e.g. hugging or cuddling) the child/young person if they have not initiated the contact. They may be upset by physical contact.

Stage 2

As soon as possible, once the immediate comfort and safety of the child/young person is secured, you must inform a member of the Charity's Safeguarding Team of the disclosure. You may make a referral yourself directly to a statutory agency if you are concerned about the child/young person's immediate safety and/or are having difficulty contacting the designated safeguarding person/s or if a member of the Charity Safeguarding Team is the alleged abuser.

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only.

Stage 3

You should note down details as soon as possible after the disclosure has been made. What is clearly etched at the time can become blurred after a few hours. It is vital that you make clear and concise notes soon after the disclosure in order to complete a more detailed record and incident sheet later.

Immediate notes should include:

- Date and time.
- Place and context of disclosure or concern.
- Important facts provided, e.g. names mentioned.

Wherever possible, you must record information as it was relayed to you using the language of the child/young person rather than your own interpretation of it.

It is important to report factual information rather than assumption or interpretation. You might convey your intuitive thoughts but these should be recognised as such and should not form part of the record.

What happens next?

It is important that concerns are followed up and it is everyone's responsibility to ensure that they are. You should be informed by a member of the Charity's Safeguarding Team 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 disclosure has not been acted upon appropriately, you should inform a member of the Charity's Senior Management and/or Trustee Board and ultimately contact the relevant statutory agency.

A disclosure is not the only way that you may be made aware of a problem. Sometimes another adult or even a child may say something about a possible abusive situation.

On occasions you may witness an incident that may cause concern or indeed you may pick up on things that cause concern or information may be passed to a coach or manager anonymously by a

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person or persons who do not want to be directly involved for whatever reason. However you come upon information that causes concern and may put others at risk, the result should always be the same.

TAKING NO ACTION IS NOT AN OPTION

All matters will be fully investigated and appropriate action will be taken. Action may include referral to Police, Children's Services, EFL / EFL Trust, Pharos for NCS or The FA Case Management Team (via Oxfordshire FA) as appropriate and if seen to be required by the Safeguarding Team. Any referral to an external agency shall also be reported to the Charity's most senior administrative officer or the Chair of Trustees.

Full contact details can be found in Appendix 5.

Remember the child's welfare is of paramount importance.

Full details of dealing with concerns in a football setting at Oxford United in the Community can be found in Appendix 2 at the end of this policy.

Full details of dealing with concerns outside the football setting can be found in Appendix 3 at the end of this policy.

Safeguarding procedures

The Charity takes any form of safeguarding poor practice or abuse seriously to promote a culture of best practice and accountability.

The Charity encourage all employees, workers, consultants, trustees, agency staff and volunteers to raise concerns they may have about any safeguarding poor practice or abuse as early as possible to the designated personnel. We will respond appropriately to promote a safer Charity.

If you have any questions regarding this section of the Safeguarding Children Policy and Procedures, please contact the Head of Charity.

PROCEDURE FOR RAISING A SAFEGUARDING CONCERN

How to raise a concern

You do not need to have firm evidence before raising a concern. But we do ask that you explain as fully as you can the information or circumstances that gave rise to your concern.

Step 1

If you have a concern of any form of safeguarding poor practice or abuse, raise it first with the Designated Safeguarding Lead (DSL), who will raise it with the Head of Charity and the Trustee for Safeguarding.

Step 2

If you feel unable to raise the matter with the DSL for whatever reason, raise the matter with the Head of Charity or the OUiC Safeguarding Lead.

Step 3

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If these channels have been followed and you still have concerns, or if you feel that the matter is so serious that you cannot discuss it with any of the above, please contact:

EFL Trust Safeguarding Lead on 020 7864 9173.

Steps will then be taken to fully investigate the matter to decide what appropriate action should be taken.

The Charity is committed to protecting children and young people and will take action to uphold this commitment.

MANAGING ALLEGATIONS AGAINST EMPLOYEES, WORKERS, CONSULTANTS, TRUSTEES, AGENCY STAFF AND VOLUNTEERS

Should a concern arise about an employee, worker, consultant, agency staff or volunteer's conduct in relation to a child, this should be reported to the Charity's Safeguarding Team who will take such steps as considered necessary to ensure the safety of the child in question and any other person who may be at risk. The employee, worker, consultant, trustee, agency staff or volunteer raising the concern should complete the Trust's Safeguarding Concern Form (Appendix 7). When managing an allegation against an employee, worker, consultant, trustee, agency staff or volunteer the Safeguarding Team will follow this process:

- The allegation will be referred to the Local Safeguarding Children Team and/or the Police;
- The carers of the child at risk will be contacted as soon as possible, if applicable, following advice from statutory agencies;
- Senior Management will be notified and if applicable the EFL Trust and the FA;
- If a member of the Safeguarding Team is the subject of an allegation, the report must be made to the Head of Charity and the Chair of Trustees who will refer the allegation to the appropriate statutory agencies;
- If required, a full investigation and possible disciplinary action in accordance with the Charity's Disciplinary Policy for employees will follow. Employees, workers, consultants, trustees, agency staff or volunteers may have their Agreements terminated.
- Referrals as appropriate will be made to the Disclosure and Barring Service (DBS)

For a flowchart of the process to follow, please see Appendix 2.

REFERRALS TO DBS

The Charity has a legal duty to refer to the DBS when both of the following conditions are met:

Condition 1: The Charity withdraws permission for a person to engage in regulated activity with children and/or vulnerable adults, moves the person to another area of work that isn't regulated activity.

This includes situations when you would have taken the above action, but the person was re-deployed, resigned, retired, or left.

Condition 2: The Charity thinks that the person has carried out 1 of the following:

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engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or vulnerable adult or put them at risk or harm or;

satisfied the harm test in relation to children and / or vulnerable adults. e.g. there has been no relevant conduct but a risk of harm to a child or vulnerable still exists; or

been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence.

WHISTLEBLOWING

Every charitable or educational organisation should have a whistleblowing policy that protects staff members who report colleagues they believe are doing something wrong or illegal, or who are neglecting their duties. That whistleblowing policy has a key role to play in safeguarding children.

Whistleblowing is when an employee reports suspected wrongdoing at their organisation. Wrongdoing covered by this 'public interest disclosure' includes the compromising of someone's health and safety is in danger, and actions that negatively affect the welfare of children.

Where employees, workers, consultants, trustees, agency staff and volunteers have concerns they should aim to report it internally first before using an external 'prescribed person or body'. Making a report to an external person should only be undertaken where there is a concern that the organisation will cover it up, would treat them unfairly if they complained, or have raised the matter before, but the concern hasn't been dealt with.

Employees, workers, consultants, trustees, agency staff and volunteers are reminded that they are, under certain circumstances, legally protected from suffering any detriment or termination of employment if they make disclosures about persons or organisations for whom they work.

Full details of the Whistleblowing Policy and Procedures are laid out in on p.22 of the Staff Handbook. For the purposes of this Policy it should be noted that certain disclosures are prescribed by law as "qualifying disclosures". A "qualifying disclosure" means a disclosure of information that the employee genuinely and reasonably believes is in the public interest and shows that the Company has committed a "relevant failure" by:

- a) committing a criminal offence;
- b) failing to comply with a legal obligation;
- c) a miscarriage of justice;
- d) endangering the health and safety of an individual;
- e) environmental damage; or
- f) concealing any information relating to the above.

These acts can be in the past, present or future, so that, for example, a disclosure qualifies if it relates to an occurrence that has happened, is happening, or is likely to happen. The Charity will take any concerns that you may raise relating to the above matters very seriously.

We encourage you to use this procedure if you are concerned about any wrong doing at work:

- a) In the first instance you should report any concerns you may have following the process outlined in Appendices 2 and 3. The matter will be treated with complete confidence. If you

are not satisfied with the explanation or reason given to you, you should raise the matter with the appropriate official organisation or regulatory body.

- b) If you do not report your concerns following the process outlined in Appendices 2 and 3 you should take them direct to the appropriate organisation or body.
- c) Bullying, harassment or any other detrimental treatment afforded to a colleague on or offline who has made a qualifying disclosure is unacceptable. Anyone found to have acted in such a manner will be subject to disciplinary action.

BULLYING/PEER-ON-PEER ABUSE

The Charity will not accept or condone bullying and accepts the definition of bullying as a category of abuse. It accepts a responsibility to ensure that bullying is dealt with appropriately.

Bullying can be defined as:

- Physical: hitting, kicking and theft
- Verbal: name-calling, constant teasing, sarcasm, racist, sexist or homophobic taunts or comments about disability, threats and gestures
- Emotional: tormenting, mobile text messaging, ridiculing, humiliating and ignoring or isolating.

Discrimination

Bullying as a result of any form of discrimination occurs when bullying is motivated by a prejudice against certain people or groups of people. This may be because of their gender, age, race, nationality, ethnic origin, religion or belief, sexual orientation, gender reassignment, disability or ability.

Discrimination is often driven by a lack of understanding which only serves to strengthen stereotypes and can potentially lead to actions that may cause women, ethnic minorities, disabled people, lesbian, gay, bisexual or transgender people, or people who follow specific religions or beliefs, to feel excluded, isolated or undervalued.

Generally, these forms of bullying look like other sorts of bullying, but in particular can include verbal, physical or online abuse that references gender, age, race, nationality, ethnic origin, religion or belief, sexual orientation, gender reassignment, disability or ability.

Cyberbullying

Cyberbullying is when a person uses technology i.e. mobile phones or the internet (social networking sites, chat rooms, instant messenger), to deliberately upset someone. This behaviour can also be referred to as 'Trolling' when deliberately offensive comments are posted on an individual's social media pages aimed at causing upset and distress. This type of behaviour could result in legal action.

Bullies often feel anonymous and 'distanced' from the incident when it takes place online and 'bystanders' can easily become bullies themselves by forwarding the information on. There is a growing trend for bullying to occur online or via texts.

Children with disabilities also use the online world to meet others and at times hide their disability in order to make friends and build relationships. People who pose on line as children may target disabled children and young people.

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Young lesbian, gay, bisexual or transgender people are similarly vulnerable, as they will often seek friends they can relate to in an online community.

If an incident occurs, employees, casual workers, agency staff, trustees, consultants or volunteers should be prepared to:

- Inform those involved that their behaviour and will not be tolerated.
- If those involved continue in their behaviour, explain in detail the effects that discrimination and bullying have on people.
- If it is a young person engaging in bullying behaviour their parents should be informed.
- If a young person persists in bullying behaviour they should be removed from the session, and made to understand the sanctions that they will be excluded from activities if their behaviour continues.
- The employee, casual worker, agency staff, trustee, consultant or volunteer dealing with incidences of bullying behaviour by children should inform the relevant programme lead or DSL of any removals from sessions.
- The DSL should consider inviting the parents/carers to the club to discuss the attitudes of the child.
- If it is an employee, casual worker, agency staff, trustee, consultant or volunteer engaging in bullying behaviour then they will be removed from their duties with immediate effect and face disciplinary procedures in line with pp 24-28 of the Staff Handbook.

USE OF PHOTOGRAPHY & FILM IMAGES

All images are taken by the Charity's own staff or by Club officials who have been briefed by the Club Safeguarding Lead, and are responsible for the activity being photographed or filmed in an appropriate way and manner. Before taking images of children and young people, parental/carer consent is sought in writing prior to an event.

Parents/carers/guardians are responsible for informing the Charity of any change of circumstances within the season which may affect consent.

Parents/carers/guardians will be informed of how the image will be used. The Charity will not allow an image to be used for something other than that for which it was initially agreed.

- All children or young people featured in Charity publications will be appropriately dressed.
- Where possible, the image will focus on the activity taking place and not a specific child.
- Where appropriate, images represent the broad range of people participating safely in the event.
- Designated Club photographers will, where applicable, undertake a CRB/DBS check and attend a FA Safeguarding Children in Football workshop and in any case will be personally responsible for keeping up to date with the latest guidelines on the Use of Images policies from the EFL. Club identification will be worn at all times.
- Children who are the subject of a court order will not have their images published in any Charity or Club document.
- No images of children featured in Charity publications will be accompanied by personal details such as their home address.
- Mobile phone cameras are not to be used in changing rooms.

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- Any instances of inappropriate images in football should be reported to a Safeguarding Officer.

SOCIAL NETWORKING GUIDANCE

The Charity recognises that social media and social networking services provide opportunities to effectively engage with a wide range of audiences in a positive manner. However, the Charity is also aware of the potential safeguarding risks especially to children and young people when using these forms of media.

Do not add/invite children or young people you have responsibility for in football as 'friends' within social networking sites such as Facebook.

Avoid 'one to one' electronic communications. Where you do communicate electronically ensure you send this communication to the parent/carer as well as the child or young person.

Social networking is dealt with in full in the Charity's Social Networking Policy.

CONFIDENTIALITY

Employees, workers, consultants, trustees, agency staff and volunteers may have access to confidential information about children and young people in order to undertake their responsibilities.

In some circumstances, employees, workers, consultants, trustees, agency staff or volunteers may be given highly sensitive or private information. They should never use confidential or personal information about a child or young person or his/her family for their own or others' advantage.

Information must never be used to intimidate, humiliate or embarrass children or young people.

Confidential information about a child or young person should never be used casually in conversation, or shared with any person other than on a need-to-know basis. In circumstances where the child or young person's identity does not need to be disclosed, the information should be used anonymously.

There are some circumstances in which an employee, worker, consultant, agency staff or volunteer may be expected to share information about a child, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated safeguarding responsibilities.

If an employee, worker, consultant, agency staff or volunteer is in any doubt about whether to share information or keep it confidential, they should seek guidance from the Head of Charity.

Information sharing

The Charity abides by the 7 guiding principles as set out by HM Government on sharing information:

1. The Data Protection Act 1998 and human rights laws are not barriers to justified information sharing, but provide a framework to ensure that personal information about an adult at risk is shared appropriately;

2. Openness and honesty with the adult at risk (and/or their carer/family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek agreement, unless it is unsafe or inappropriate to do so;
3. Advice is sought from the Charity's Safeguarding and/ Legal Team if there is any doubt about sharing the information concerned, without disclosing the identity of the adult at risk where possible;
4. Information is shared with informed consent where appropriate and, where possible, there is respect for the wishes of those who do not consent to share confidential information. Information will still be shared without consent if, in the Charity's judgement, there is good reason to do so, such as where safety may be at risk. Judgement will be based on the facts of the case;
5. Safety and well-being of the adult at risk is always considered;
6. Information is only shared when it is necessary, proportionate, relevant, adequate, accurate, timely and secure to do so;
7. Records of the Charity's decision to share information in relation to any reported concerns, with whom and the reasons are always recorded on the Safeguarding Concern Form (Appendix 8).

The Charity will share information with the relevant statutory agencies, the EFL Trust and FA where appropriate in relation to safeguarding cases.

The storing and processing of personal information about children is governed by the Data Protection Act, 1998. For further information on the Charity's (and your) obligations under the Data Protection Act 1998, please see the Charity's Data Handling & Protection Policy, available on the Charity's website.

DISCIPLINARY, APPEAL AND COMPLAINTS POLICIES AND PROCEDURES

Where an appeal is lodged in response to a safeguarding decision made by the Charity, the individual or organisation should adhere to the Charity's appeal and complaints policies and procedures.

- If you wish to exercise this right you should apply either verbally or in writing to the Head of Charity and/or Chair of Trustees.
- It may be necessary, because of the size of our organisation, for the appeal to be heard by the person who took the original action and it is therefore important that your appeal gives details of why the penalty imposed is too severe, inappropriate or unfair in the circumstances.
- If you are appealing on the grounds that you have not committed the offence, it may be necessary for the person conducting the appeal to have a complete re-hearing so that there can be a reappraisal of all matters before a decision is made to grant or refuse the appeal.
- You may be accompanied at the appeal hearing by an individual of your choice. Where that individual is not a colleague within your organisation or that of the Charity, you must give notice of the name of that individual to those hearing the appeal at least 24 hours before the date of your hearing.
- The result of the appeal will be made known to you in writing, normally within five working days after the hearing. This is the final stage of the appeal process.
- We reserve the right to allow third parties to chair any formal hearing.

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Further information can be found in the Staff Handbook as follows:

- Disciplinary procedures pp 24-28
- Capability/disciplinary appeal procedure p.29
- Grievance procedure p.30

Appendix 1: Signs and indicators of abuse.

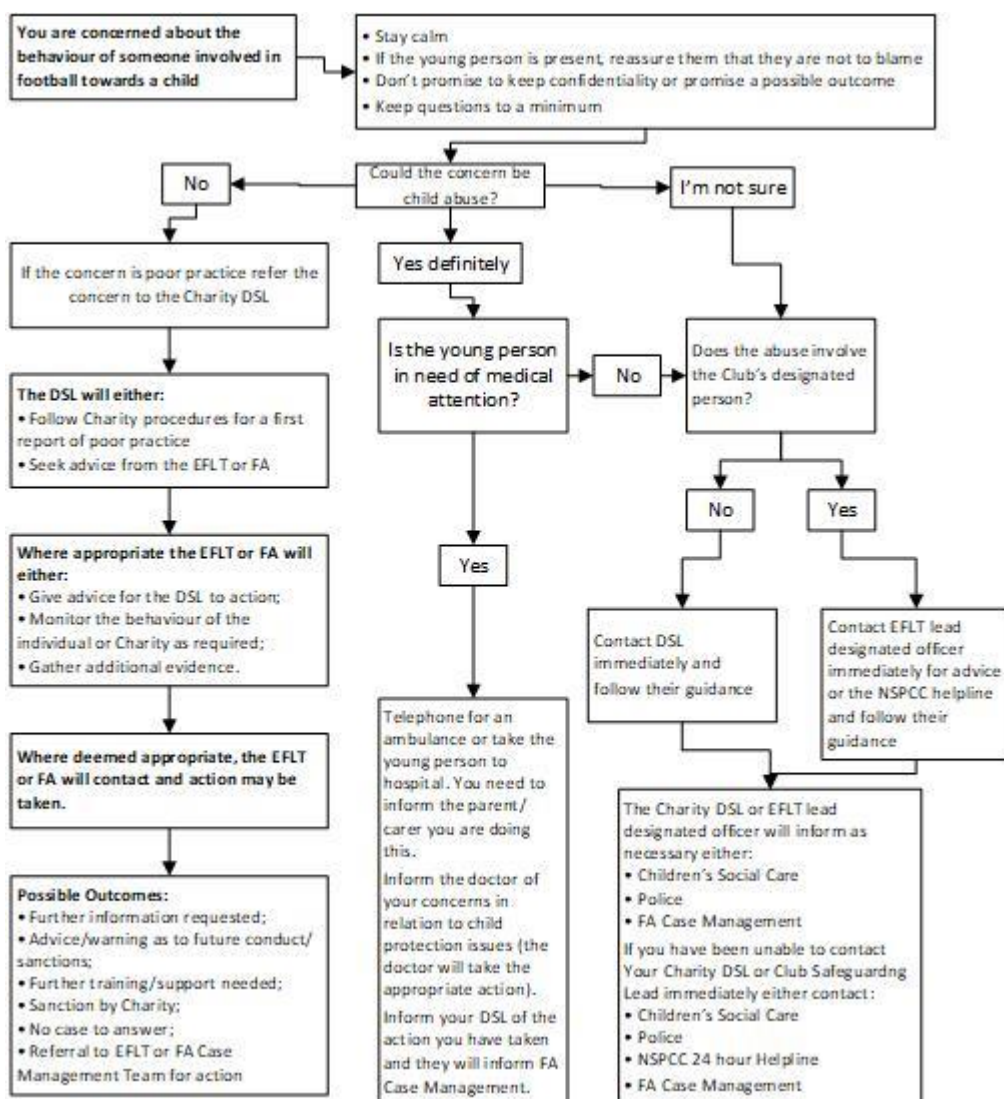
One of more of the following might trigger concerns about a child:

- A sudden change in behaviour
- Something a child says
- Physical signs of abuse

The signs may vary according to the age and understanding of the child.

Category of abuse	Physical signs	Behavioural signs
Physical abuse	Physical signs such as unexplained and unusual bruising, finger and strap marks, injuries, cigarette burns, bite marks, fractures, scalds, missing teeth.	Behavioural signs such as fear of contact, aggression, temper, running away, fear of going home, reluctance to change or uncover body, depression, withdrawal, bullying or abuse of others.
Neglect	Physical signs such as constant hunger, ill-fitting or inappropriate clothes, weight change, untreated conditions, continual minor infections, failure to supply hearing aids, glasses and or inhalers.	Behavioural signs such as always being tired, early, or late, absent, few friends, regularly left alone, stealing, no money, parent or carer not attending or supportive.
Sexual abuse	Physical signs such as genital pain, itching, bleeding, bruising, discharge, stomach pains, discomfort, pregnancy, incontinence, urinary infections or STDs, thrush, anal pain on passing motions.	Behavioural signs such as apparent fear of someone, nightmares, running away, sexually explicit knowledge or behaviour, masturbation, bed-wetting, eating problems, substance abuse, unexplained money, or gifts, acting out with toys, self-harm.
Bullying	Physical signs such as weight change, unexplained injuries and bruising, stomach and headaches, bed-wetting, disturbed sleep, hair pulled out.	Behavioural signs such as difficulty making friends, anxiety over school, truancy, withdrawn, anger, moodiness, suicide attempts, reduced performance, money and possessions reported as lost, stealing from within the family, distress and anxiety on reading texts or e-mails.
Emotional abuse	Physical signs such as weight change, lack of growth or development, unexplained speech disorders, self-harm, clothing inappropriate for child's age, gender, or culture etc.	Behavioural signs such as unable to play, fear of mistakes, fear of telling parents, withdrawn, unexplained speech and language difficulties, few friends.

Appendix 2: Dealing with concerns in a football setting at Oxford United in the Community



If the parents are allegedly involved in the abuse, only inform them that you are taking the child to hospital. Do not share any other information.

Remember - You can always contact the 24-hour NSPCC Helpline (0808 800 5000) for advice and guidance.

If referred to FA Case Management the case will be considered by The FA Safeguarding Review Panel. The possible outcomes include:

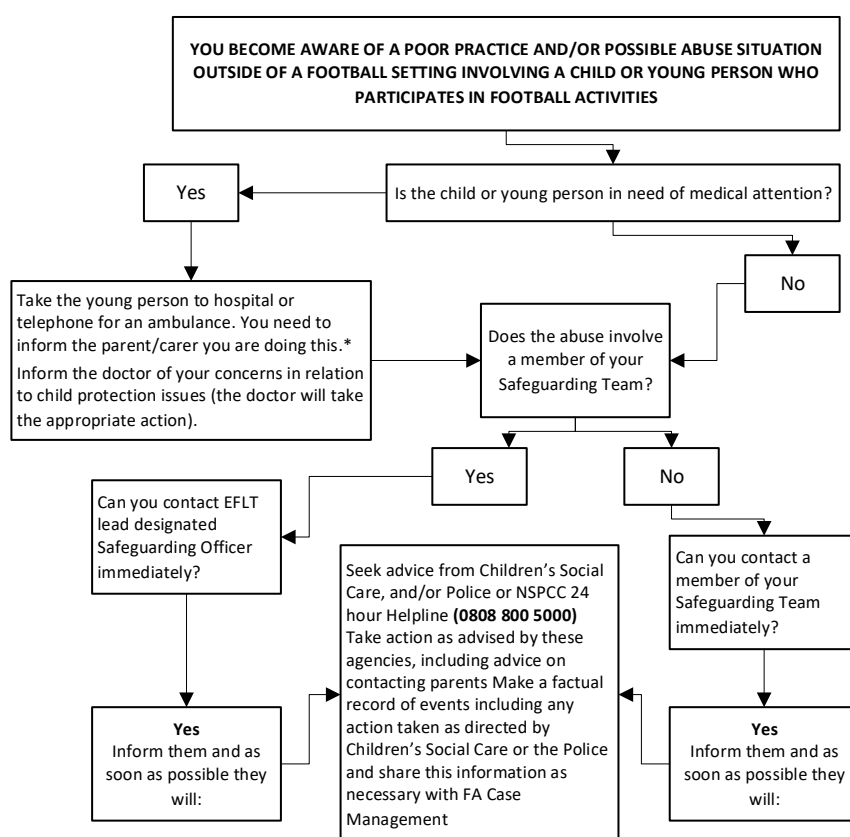
- Advice and/or warning as to future conduct
- Independent assessment
- Further support or training
- Supervision and/or monitoring
- Suspension
- No case to answer

All appeals regarding The FAs decisions will be dealt with by The FA appeals procedures which can be found in The FA Handbook, available on www.TheFA.com

Appendix 3: Dealing with concerns outside the football setting

You may receive information regarding the welfare of a child or young person who is involved in football, yet the concern itself does not relate to someone within the game (e.g. the child's home or school). Nevertheless, you need to follow The FA Procedures outlined below and described in the flow diagram.

- If the child or young person informs you directly, then follow the guidance detailed in the flow diagram below.
- If your concerns are via a third person or through observation, report your concerns directly to the relevant designated person as outlined in the flow diagram below.
- If you are unable to contact the relevant person immediately, refer your concerns directly to local Children's Social Care or to the local Police. These agencies will advise you whether a formal referral to Children's Social Care is necessary and what further action you might need to take. If you are advised to make a formal referral, make it clear to Children's Social Care or the Police, that this is a child protection referral.
- There may also be other issues where a child is in need and where the family consents to a referral being made to Children's Social Care for support.
- Make a factual record of events using The FA Information and Referral Form including any action as directed, indicating clearly whether or not the allegation refers to someone involved in football. Forward this to FA Case Management.



*If the parents are allegedly involved in the abuse, only inform them that you are taking the child to hospital. Do not share any other information.

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Appendix 4: Other applicable Policies & Relevant Legislation/Regulations

Other applicable Policies:

- Bullying & Harassment Policy (Employment Policy)
- Data Handling and Protection Policy
- Disciplinary Policy (Employment Policy)
- Appeals Procedure (Employment Policy)
- Equal Opportunities Policy (Employment Policy)
- Grievance Policy (Employment Policy)
- Health & Safety Policy
- Safeguarding Vulnerable Adults Policy & Procedures
- Whistleblowing Policy

Relevant Legislation/Regulations:

- Children Act 1989.
- Children Act 2004.
- Crime and Disorder Act 1998.
- Data Protection Act 1998.
- FA Safeguarding Children Rules.
- FA Respect Codes of Conduct.
- Human Rights Act 1998.
- Police Act 1997.
- Protection of Children Act 1999.
- Protection of Freedoms Act 2012.
- Rehabilitation of Offenders Act 1974.
- Safeguarding Vulnerable Groups Act 2006.
- Sex Offenders Act 1997.
- Sexual Offences Act 2003.
- Youth Evidence & Crime Evidence Act 1999.

Please note that these lists are not exhaustive.

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Appendix 5: Multi-Use Consent Form

Oxford United in the Community

Multi-use consent form



PROJECT, ACTIVITY, EVENT, FIXTURE OR TRAVEL

Details:	
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PARTICIPANT DETAILS

Name	
Date of birth	
Address	
Home phone no.	
Mobile phone no.	
Email	
School/College	

PHOTOGRAPHS AND VIDEOS

I, the parent/carer/participant, do hereby grant or deny permission to Oxford United in the Community (the 'Charity'), to use photographs and/or videos of my child named above, as marked by my selection below. Such use includes the display, distribution, publication or otherwise use of photographs and/or video taken of my child during the Charity's activities.

<input type="checkbox"/> Grant permission: I give permission for photographs and/or videos of my child to be used in print and digital media. I agree that these photographs and/or videos may be used by the Charity and its associated companies for marketing and/or promotional purposes, or provided to third party media outlets (such as newspapers and television channels), and I consent to such use through all media channels. I understand that my child's full name, if under 18, will not be listed in conjunction with any photographs and/or videos unless explicit consent is sought.	<input type="checkbox"/> Deny permission to use photographs and/or videos of my child at all
--	---

TRANSPORT AND SUPERVISION

Supervision includes being in sight or earshot of a Charity employee or worker for Charity-run activities, training, matches and associated travel. Transport includes transportation provided by the Charity to and from Charity-related activities (where necessary and in line with the Charity's transport procedures) and matches.

I, the parent/carer/participant, do hereby grant or deny permission to the 'Charity', to transport and supervise my child named above, as marked by my selection below.

<input type="checkbox"/> Grant permission	<input type="checkbox"/> Deny permission
--	---

Where a child is under 16, we require your consent to allow that child to travel to/from the venue alone.

<input type="checkbox"/> I consent to my child travelling to/from the venue alone	<input type="checkbox"/> I do not consent to my child travelling to/from the venue alone. I agree that I shall be responsible for arranging supervision of my child when travelling to/from the venue.
--	---

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Multi-use consent form



PARENT/CARER (IF UNDER 18) & EMERGENCY CONTACT DETAILS

Name	
Relationship to child:	
Address	
Home phone no.	
Mobile phone no.	
Email	
Emergency contact details (if different from above)	

INDIVIDUAL NEEDS

The child named above has (please circle as appropriate):		Please provide details here, e.g. times medication must be taken, if help is required to administer medication, what exact access needs are required etc.
Dietary and allergies	Disability and access needs	
Medication	Religious and cultural needs	
Any other needs		

CONSENT

I give consent for the participant named above to take part in the project, activity, event, fixture or travel named above, and for the Charity to provide medical treatment as appropriate in an emergency using the details as set out in this consent form. I acknowledge that, to the maximum extent permitted by law, the Charity excludes all liability for loss, injury or damage to persons and property during the Activity/Project and during travel to and from the Activity/Project.

We will store and process any personal data in accordance with all relevant data protection laws. For further details, please contact the Head of Community for a full copy of all Data Protection and related policies and procedures at community@oufc.co.uk

Parent/carer signature		Date	
Participant signature (if over 18)		Date	

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Appendix 6: Accident and Injury Form

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Accident/Incident Form



Activity Details

Activity	
Venue	
Session Lead	

Incident/Accident Details

Site of Incident/Accident			
Date of Incident/Accident			
Name of Injured Person			
Address of Injured Person			
Nature of Incident/Injury and Extent of Injury			
Give details of how and precisely where the incident took place. Describe what activity was taking place, for example training/game/getting changed.			
Give full details of action taken during any first aid treatment and the name(s) of first-aider(s).			
Were any of the following contacted?		Yes	No
	Parents/Carers		
	Police		
	Ambulance		
What happened to the person involved following the incident/accident? E.g. carried on with sessions, went home, went to hospital etc.			

All of the above facts are a true record of the accident/incident

Signed	
Date	

Please return to this form to the Head of Programmes as soon as possible by emailing community@ouf.co.uk. Information provided will be reviewed and risk assessments updated to reduce risk of reoccurrence.

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Appendix 7: Safeguarding Concern Form

Employee's Name	
Employee's Job Title	
Child/Young Person Vulnerable Adult's Address	
Child/Young Person Vulnerable Adult's Date of Birth	
Please include details of any third party involved	
Please include details of your concerns below, including how you became concerned.	
Ensure you are brief and factual (think about who, what, when, where, how). Please attached any additional available evidence.	
Your Signature	
Print Name	
Date	

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Appendix 8: Key Safeguarding Contacts

Chris Lowes Designated Safeguarding Lead	Direct Line: +44 (0) 1865 337525 Mobile: 07736 843093	clowes@oufc.co.uk
Ian Hudspeth Trustee with Responsibility for Safeguarding	Mobile: 07554 103380	ianhudspeth@gmail.com
Oxfordshire County Council Safeguarding Team	Please call 0345 0507 666 with as much information as you have. If you need to raise a concern outside of standard office hours and the concern is urgent, please call the Emergency Duty Service on 0800 833 408.	
Thames Valley Police	Call 999 in emergencies. Otherwise call 101 for advice or to be connected with relevant local team, depending on location in the county	