



# Swindon Town FC

## Safeguarding Children Policy & Procedures

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1.9	Kirk McGinn	Annual Review	18th August 2023	1 <sup>st</sup> September 2024	Rob Angus



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# SWINDON TOWN FOOTBALL CLUB



## **Policy statement and principles**

Swindon Town Football Club (STFC) is committed to providing a safe and positive environment for everyone involved in its services and activities. The Club takes its extended moral and legal duty of care very seriously in relation to children and young people. We seek to ensure the safety and wellbeing of all children and to protect them from harm or abuse when they engage in any activities conducted under the name of Swindon Town Football Club. This policy is one of a number in the Club's safeguarding portfolio.

This policy is promoted to all new staff, volunteers and participants and via the Club and Academy website. It is also available to staff via Academy platforms; Spond & Coaches Portal, as well as in the Academy office.

## **Child protection statement**

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in this policy apply to all staff and volunteers are consistent with those of the EFL.

## **Policy principles**

The welfare of the child is paramount.

All children, regardless of age, ability, culture, race, language, religious beliefs, sexual or gender identity, have equal rights to protection.

Safeguarding is everybody's responsibility. All staff and volunteers have a responsibility to respond positively in response to any concerns, suspicion or disclosure that may suggest a child is at risk of harm.

Children, volunteers and staff involved in child protection issues will receive appropriate support.

Staff and volunteers with roles and responsibilities for children and young people will be subject to appropriate safe recruitment checks and safeguarding training.

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STFC staff and volunteers of the Club will receive appropriate learning and training opportunities to ensure that they can make informed and confident responses to safeguarding issues.

STFC is committed to providing a safe and positive environment for all children and young people to participate in the sport to the best of their abilities for as long as they choose to do so.

## Policy aims

- To provide all staff and volunteers with the necessary information to enable them to meet their safeguarding and child protection responsibilities.
- To promote consistent good practice.
- To demonstrate the Club's commitment to safeguarding children.

## Terminology

**Safeguarding** and promoting the welfare of children refers to the process of protecting children from maltreatment, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children have the best outcomes.

**Child protection** refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering, significant harm.

**Staff** refers to all those working for or on behalf of the Club, full time or part time, temporary or permanent, in either a paid or voluntary capacity.

**DSO** refers to the designated safeguarding officer at the Club.

**Child** includes everyone under the age of 18.

**SSM** refers to the Senior Safeguarding Manager at the Club.

**Parent** refers to birth parents and other adults who are in a parenting role, for example stepparents, foster carers and legal guardians.

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## Safeguarding legislation and guidance

The following safeguarding legislation and guidance has been considered when drafting this policy:

- Children Act 1989
- Children Act 2004 Children and Families Act 2014
- Criminal Justice Act 1988
- UN Convention on the Rights of the Child
- The Human Rights Act 1998
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Serious Crime Act 2015 Counter terrorism and Security Act 2015
- Protection of Freedoms Act 2015
- Working Together 2018
- Keeping Children Safe in Education 2022
- Keeping Children Safe in Education 2023
- What to do if you're worried a child is being abused 2015
- Counter Terrorism and Security Act 2015

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## Roles and responsibilities

### The Designated Safeguarding Officer (DSO) for safeguarding is:

Kirk McGinn

Email: [safeguarding@swindontownfc.co.uk](mailto:safeguarding@swindontownfc.co.uk)

Tel: 07432 030913

### The Senior Safeguarding Manager is:

Rob Angus

Email: [rob@swindontownfc.co.uk](mailto:rob@swindontownfc.co.uk)

### The Designated Safeguarding Officer (DSO):

- has the status and authority within the Club to carry out the duties of the post, including committing resources and supporting and directing other staff
- is appropriately trained, with regular updates
- acts as a source of support and expertise to the Club community
- has a working knowledge of EFL procedures and FA Procedures
- keeps detailed written records of all concerns, ensuring that information-sharing and record storage is secure and compliant with statutory guidance and General Data Protection Regulation
- refers cases of suspected abuse to the Local Authority, FA Case Management Team, ISA and/or police as appropriate
- attends and/or contributes to child protection strategy meetings and conferences
- develops effective links with relevant statutory and voluntary agencies including the LSCB
- ensures that Safeguarding policy and linked policies, procedures and practice guidance are reviewed and updated annually
- liaises with and reports regularly to the Senior Safeguarding Manager
- Coordinates dissemination of policy, procedures and resources through each area of Club activity or responsibility



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- Promotes the safeguarding policy to all stakeholders
- Advises about safeguarding recruitment/deployment checks, training needs, resources and requirements and ensures all staff have access to and undertake appropriate learning and training opportunities with compliance being reviewed regularly

## **The Senior Safeguarding Manager:**

Is responsible for the strategic and operational direction and embedding safeguarding across the club. The Senior Safeguarding Manager is also responsible for ensuring that accountability and governance arrangements for the Club are understood and addressed at Board level.

## **Good practice guidelines and staff code of conduct**

Good practice includes:

- treating all with respect
- setting a good example by conducting ourselves appropriately
- maintaining a child focus and involving children and young people in decisions that affect them
- encouraging positive, respectful and safe behaviour by all
- being a good listener
- being alert to changes in children's behaviour and to signs of negative impact, abuse, neglect and exploitation
- recognising that challenging behaviour may be an indicator of abuse
- reading and understanding the Club's child protection policy, staff behaviour policy and guidance documents on wider safeguarding issues
- being aware that the personal and family circumstances of some children and other issues of diversity (including disability and communication/learning differences) lead to an increased risk of abuse
- sharing all concerns about a child's safety and welfare to the DSO without delay, or, if necessary directly to police or children's social care

## **Abuse of position of trust**

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All staff are aware that inappropriate behaviour towards children is unacceptable and that their conduct towards them must be beyond reproach.

Staff understand that under the Sexual Offences Act 2003 it is an offence for a person over the age of 18 to have a sexual or intimate relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is deemed consensual. This means that any sexual activity between those in a position of trust and a young person under 18 may be a criminal offence and would be reported to the Local Authority Designated Officer (LADO).

## **Children who may be particularly vulnerable**

Some children may be at increased risk of harm or abuse. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to recognise concerning behaviour or to accept that abuse can occur. To ensure that all children involved in Club activities receive equal protection, we will give special consideration to those who are:

- disabled or have communication and language differences
- young carers
- affected by parental substance misuse, domestic violence or parental mental health needs
- asylum seekers
- living away from home
- vulnerable to being bullied, or engaging in bullying
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Children with special educational needs can face additional safeguarding challenges which is highlighted in the SEND Code of Practice 2015 Government Guidance.

## **Responding to allegations, disclosures or concerns**

All staff, volunteers and players have a responsibility to ensure the safety and welfare of children and to take appropriate steps to ensure that suspicions and allegations of abuse are taken seriously and responded to quickly and appropriately. It is not the responsibility of anyone within the club to decide whether or not child abuse has taken place. It is never an option to do nothing if you become aware of concerns. These should be shared with the appropriate designated individuals or agencies without delay so that advice can be sought, and appropriate action taken. It is however recognised that an individual may need to respond to a situation immediately and prior to such contact if the nature of the suspicion or report is putting the child concerned in immediate danger.

## **Raising concerns about a member of staff or a colleague**

Staff who are concerned about the behaviour of a colleague towards a child are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of the child is paramount. The Club's whistleblowing code enables staff to raise concerns or allegations, initially in confidence and for a sensitive enquiry to take place.

All concerns of poor practice or possible child abuse by colleagues should be reported to the DSO. Complaints about the DSO should be reported to the Senior Safeguarding Manager. The Club's Designated staff will consult with the police and local authority children's social care as appropriate. Useful contact details are listed at the end of this policy.

Staff may also report their concerns directly to the LADO, children's social care, the police or the NSPCC if they believe direct reporting is necessary to secure action. Where there is a complaint against a member of STFC staff then one of the following may occur:

- A criminal investigation led by the Police
- A child protection investigation led in a multi-agency approach by the Local Authority
- A disciplinary or misconduct investigation led by the club, which may also involve The Football Association

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The club will delay an internal disciplinary or misconduct investigation while a criminal or local authority investigation takes place.

## **Historical Allegations against staff**

All concerns will be taken seriously by Swindon Town Football Club and responded to positively irrespective of when they arose. Evidence demonstrates that historic concerns may indicate current risks and therefore the Club encourages anybody with concerns to report them directly to the Police or Designated Safeguarding Officer.

Please see the club's Whistleblowing policy.

Allegations concerning staff who no longer work at the Club, or historical allegations will be reported to the police and/or LADO, FA and EFL.

## **Staff training**

It is important that all staff receive training to enable them to recognise the possible signs and indicators of abuse, neglect and exploitation and to know what to do if they have a concern.

New staff and Board members will receive a briefing during their induction, which includes the Club's safeguarding policies and procedures, staff behaviour policy, reporting and recording arrangements, and details for the DSO. All staff, including the DSO, SSM and Board will receive training that is regularly updated. All staff working directly with children will be required to attend an FA safeguarding course (managers, club, officials, stewards, club mascots medics and other support staff) and coaches will be required to undertake the FA coaches' safeguarding children course ('How we support' level 1 workshop) or the UK Coaching Safeguarding and Protecting Children workshop. Training should be refreshed at least every three years. All staff will also receive safeguarding updates via email, ebulletins, website access and staff meetings throughout the year. All staff will undertake the High Speed Training course for Safeguarding in Sport, this alongside the training needs analysis for coaching staff will aim to highlight any training needs for staff and ensure that the club carry out regular staff training.

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## **Safer recruitment**

Our Club complies with the requirements of Keeping Children Safe in Education (2023) and the Swindon Safeguarding Partnership (SSP) by carrying out the required checks including the take up of references and verifying the applicant's identity, qualifications and work history. All staff engaged in any way in activities involving substantial and unsupervised responsibilities in relation to children, young people and adults at risk are required to have an Enhanced Disclosure and Barring Service check (DBS) and will not be allowed to work in any unaccompanied capacity until clearance has been received by the Club's DSO. It is also advised that the club will carry out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview. Schools and colleges should inform shortlisted candidates that online searches may be done as part of due diligence checks.

## **Volunteers**

Volunteers will undergo DBS checks commensurate with their role and responsibilities in the Club, their contact with children and adults at risk and the supervision provided to them. Under no circumstances will a volunteer who has not been appropriately checked be left unsupervised.

## **Contractors**

The Club checks the identity of all contractors working on site and requests DBS with barred list checks where required by statutory guidance. Contractors who have not undergone checks will not be allowed to work unsupervised during times where adults at risk are on site.

## **Site security**

All visitors are expected to observe the Club's safeguarding and health and safety regulations.

## **Off-site arrangements, trips and visits**

All extended and off-site activities are subject to a risk assessment to satisfy health and safety and safeguarding requirements. Where Club activities are provided by and managed by the

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Club, our own child protection policy and procedures apply. If other organisations provide services or activities in partnership with or on behalf of the Club we will check that they have appropriate procedures in place, including safer recruitment procedures.

When our children are involved in off-site activities facilitated or organised by the Club, including day and residential visits and work-related activities, we will check that effective safeguarding and child protection arrangements are in place.

When the Club leases or hires the facilities at the stadium the club should also ensure safeguarding requirements are included in any transfer of control agreement, as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement.

## **Staff/children/adults at risk online and electronic communication**

The Club provides advice to staff and volunteers regarding their personal online activity and electronic communication. Swindon Town Football Club has strict rules regarding online contact and electronic communication with participants and service users (children/adults at risk). Staff found to be in breach of these rules may be subject to disciplinary action and/or internal/external investigation. The stadium internet will be filtered and monitored by our external IT company; Arrow. Whilst considering their responsibility to safeguard and promote the welfare of children and provide them with a safe environment in which to learn, governing bodies and proprietors should be doing all that they reasonably can to limit children's exposure to the above risks from the club's IT system. As part of this process, governing bodies and proprietors should ensure their school or college has appropriate filtering and monitoring systems in place and regularly review their effectiveness.



## Child protection procedures

### Recognising abuse

To ensure that our children are protected from harm, we need to understand what types of behaviour constitute abuse and neglect.

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, for example by hitting them, or by failing to act to prevent harm, for example by leaving a small child home alone.

Abuse may be committed by adult men or women and by other children and young people.

Working Together to Safeguarding Children 2018 and Keeping Children Safe in Education 2022 refer to four categories of abuse. These are set out at Appendix One along with indicators of abuse.

### Bullying

While bullying between children is not a separate category of abuse and neglect, it is a very serious issue that can cause anxiety and distress. All incidences of bullying, including cyber-bullying and prejudice-based bullying should be reported and will be managed through our anti-bullying procedures.

### Taking action

**Any child in any family and in any organisation could become a victim of abuse. Staff should always maintain an attitude of “it could happen here”.**

Key points for staff to remember for taking action are:

- in an emergency take the action necessary to help the child, if necessary call 999
- report your concern as soon as possible to the DSO, by the end of the day
- do not start your own investigation

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- share information on a need-to-know basis only - do not discuss the issue with colleagues, friends or family
- complete a record of concern, by the end of the day
- seek support for yourself as these issues almost always have an emotional impact.

## If you are concerned about a child's welfare

There will be occasions when staff may suspect that a child may be subject to harm or abuse. These concerns may arise as a result of issues within Club activities or outside of the Club environment. Their behaviour may have changed, they may show signs of confusion or distress, or physical indicators may have been noticed. In these circumstances, staff should give them the opportunity to talk and ask if they are OK or if they can help in any way.

Staff should record these early concerns and report them to the DSO. If the child does reveal that they are being harmed, staff should follow the advice below and discuss their concerns with the DSO.

## If somebody discloses to you

It takes a lot of courage for anybody to disclose that they are being abused and there are even greater blocks for children and young people. They may feel ashamed, particularly if the abuse is sexual; their abuser may have threatened what will happen if they tell; they may have lost all trust in adults; or they may believe, or have been told, that the abuse is their own fault. Sometimes they may not be aware that what is happening is abusive.

If a child talks to a member of staff about anything that indicates a potential risk to their safety or wellbeing, **the staff member will, at the appropriate time, let the child know that in order to help them they must pass the information on to someone who can help or advise (the DSO).** The point at which they state that this is a matter for personal and professional judgement. During their conversations with the child staff should:

- allow them to speak freely
- remain calm and not overreact



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- give reassuring nods or words of comfort – ‘I’m so sorry this has happened’, ‘I want to help’, ‘This isn’t your fault’, ‘You are doing the right thing in talking to me’
- not be afraid of silences
- **under no circumstances** ask investigative questions – such as how many times this has happened, whether it happens to siblings, or what does their mother think about it. It is fine to say ‘do you want to tell me what has happened?’ or ‘Can you describe what you mean by [*quote something they have said*]?’ in order to clarify what has caused them distress or harm
- at an appropriate time tell the child/adult at risk that in order to help them, the member of staff must pass the information on to the Club’s safeguarding lead to get advice and support.
- not automatically offer any physical touch as comfort. If the child is upset and initiates the contact themselves, this should be recorded and reported.
- tell the child what will happen next.
- report verbally to the DSO themselves (never assume the child or someone else will or has done so).
- provide reassurance, but false promises of confidentiality should never be made.
- complete a written record and hand it to the DSO within 48 hours.
  
- seek support for themselves as managing concerns always has an emotional impact

## Notifying parents

The Club will normally seek to discuss any concerns about a child with their parents/legal guardian. This must be handled sensitively and the DSO will make contact with the parent in the event of a concern, suspicion or disclosure.

Our focus is the safety and wellbeing of the child. Therefore, if the Club believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from The Multi Agency Safeguarding Hub (MASH) and/or the police before parents are contacted.



## Confidentiality and sharing information

All staff will understand that safeguarding issues warrant a high level of confidentiality, not only out of respect for the person and staff involved but also to ensure that information being released into the public domain does not compromise evidence or any subsequent investigation.

Staff should only discuss concerns with the DSO and/or Senior Safeguarding Manager. That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

However, any member of staff can contact MASH if they are concerned about a child.

Safeguarding information will be stored and handled in line with the Data Protection Act 2018.

Information sharing is guided by the following rules and principles\*:

1. neither data protection legislation and guidance or human rights law are barriers to sharing information in the interests of safeguarding
2. be open and honest
3. seek advice (from designated people e.g. DSO or statutory agencies)
4. share information with consent where possible
5. always consider safety and wellbeing
6. the information shared is necessary, proportionate, relevant, adequate, accurate, timely and secure
7. a record must be kept of your actions, decision & reasons for it

*\*Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers. HM Gov. March 2015*

Information sharing decisions will be recorded, whether or not the decision is taken to share.

Records of concern and other written information will be stored in a locked facility with restricted access and any electronic information will be stored in a protected file, transferred securely and only made available to appropriate individuals.

Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. If any member of staff receives a request to see child protection records, they will refer the request to the DSO/SSM.

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The Club's confidentiality and information-sharing policy is available to parents and young people or adults at risk on request.

## Referral to children's social care

The DSO will make a referral to MASH if it is believed that a child is suffering or is at risk of suffering significant harm. The child (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child. Any member of staff may make a direct referral to MASH if they believe independent advice and action is necessary to protect a child.

## Reporting directly to child protection agencies

Staff should follow the reporting procedures outlined in this policy. However, they may also share information directly with MASH, police or the NSPCC if:

- the situation is an emergency and the DSO and SSM are unavailable
- they are convinced that a direct report is the only way to ensure the child's safety
- for any other reason they make a judgement that direct referral is in the best interests of the child.

## Child on Child abuse

Children may be harmed by other children or young people. Staff will be aware of the harm caused by bullying and will use the Club's anti-bullying procedures where necessary. However, there will be occasions when a child's behaviour warrants a response under child protection rather than antibullying procedures.

Child on child abuse can take many forms, including:

- **physical abuse** such as biting, hitting, kicking or hair pulling
- **sexually harmful behaviour/sexual abuse** such as inappropriate sexual language, touching, sexual assault
- **sexting**, including pressuring another person to send a sexual imagery or video content
- **teenage relationship abuse** - defined as a pattern of actual or threatened acts of physical, sexual or emotional abuse, perpetrated against a current or former partner

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- **initiation/hazing** - used to induct newcomers into an organisation such as sports team or school groups by subjecting them to a series of potentially humiliating, embarrassing or abusing trials which promote a bond between them
- **prejudiced behaviour** - a range of behaviours which causes someone to feel powerless, worthless or excluded and which relates to prejudices around belonging, identity and equality, in particular prejudices linked to disabilities, special educational needs, ethnic, cultural and religious backgrounds, gender and sexual identity.

Abuse is abuse and should never be tolerated or passed off as 'banter' or 'part of growing up'.

At our Club, we take the following steps to minimise or prevent the risk of child on child abuse.

- We will seek to promote an open and honest environment where young people feel safe to share information about anything that is upsetting or worrying them.
- Induction processes are used to provide a moral framework outlining codes of conduct, acceptable behaviour and stressing the effects of bullying.
- Staff will endeavour always to create surroundings where everyone feels confident and at ease in the Club.
- We will ensure that Club activities are well supervised by appropriate and qualified staff and volunteers.

All allegations of child on child abuse should be passed to the DSO immediately. They will then be investigated and dealt with as follows.

- **Information gathering** - children, staff and witnesses will be spoken with as soon as possible to gather relevant information quickly to understand the situation and assess both the impact and whether there was intent to cause harm.
- **Decide on action** - if it is believed that any young person is at risk of significant harm, a referral will be made to children's social care. The DSO will then work with children's social care to decide on next steps, which may include contacting the police.
- **Inform parents** - as with other concerns of abuse, the school will normally seek to discuss concerns about a child with parents. Our focus is the safety and wellbeing of the child and so if the Club believes that notifying parents could increase the risk to the child or



exacerbate the problem, advice will first be sought from children's social care and/or the police before parents are contacted.

## Supporting those involved

The support required for the child who has been harmed will depend on their circumstance and the nature of the abuse. Support could include counselling, mentoring, the support of family and friends and/or support with improving peer relationships or some restorative justice work.

Support may also be required for the child that exhibited harmful behaviour. We will seek to understand why the child acted in this way and consider what support may be required to help the child change behaviours. Once those needs have been met, the consequences for the harm caused or intended will be addressed with them in partnership with parents and external agencies as required.

## Sexting

There is no accepted definition of 'sexting' but most professionals agree that it refers to the sending or posting of sexually suggestive images, including nude or semi-nude photographs of a person under 18 years of age, via mobiles or over the internet. The UK Council for Child Internet Safety defines sexting as the production and/or sharing of sexual photos and videos of and by young people who are under the age of 18. It includes nude or nearly nude images and/or sexual acts. It is also referred to as 'youth produced sexual imagery'.

'Sexting' does not include the sharing of sexual photos and videos of under-18 year olds with or by adults. This is a form of child sexual abuse and must be referred to the police.

Guidance for staff and volunteers dealing with sexting incident/disclosure:

- The incident should be referred to the DSO immediately and the DSO will clarify the concerns with any staff involved in reporting and ensure concerns are accurately recorded
- Never view, download or share the imagery yourself, or ask a child to share or download – this is illegal.
- If you have already viewed the imagery by accident (e.g. if a young person has showed it to you before you could ask them not to), report this to the DSO

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- Do not delete the imagery or ask the young person to delete it
- Do not ask the young person(s) who are involved in the incident to disclose information regarding the imagery. This is the responsibility of the DSO
- Do not share information about the incident with other members of staff, the young person(s) it involves or their, or other, parents and/or carers
- Do not say or do anything to blame or shame any young people involved
- Do explain to them that you need to report it and reassure them that they will receive support and help from the DSO.
- If there is a concern a young person has been caused distress, harmed or is at risk of harm a referral will be made to the police immediately. The police do not seek to criminalise young people but take sexting very seriously and will take appropriate action which may include seizure of devices and speaking to the young people involved. On-line abuse through sexting can have very serious consequences and undertaking an investigation at Club level can lead to images and evidence being deleted which prevents appropriate action being taken to support and/or educate those involved or impacted by these issues. Parents will be informed at an early stage and involved in the process unless the police advise against this or there is good reason to believe that involving parents would put the young person at risk of harm.

## **Criminal and Sexual exploitation of children**

Criminal and sexual exploitation involves an individual or group of adults taking advantage of the vulnerability of an individual or groups of children or young people, and victims can be boys or girls. Children and young people are often unwittingly drawn into criminal or sexual exploitation through the offer of opportunities, future career gains, friendship and care, gifts, drugs and alcohol, and sometimes accommodation. Criminal and sexual exploitation is a serious crime and can have a long-lasting adverse impact on a child's physical and emotional health. It may also be linked to child trafficking.

A common feature of criminal and sexual exploitation is that the children often don't recognise the coercive nature of the relationship and therefore do not see themselves as a victim. In some cases parents/guardians also fail to recognise that a relationship is potentially abusive and both the child and their carers may initially resent what they perceive as



interference by staff, but staff must act on their concerns, as they would for any other type of abuse.

All staff are made aware of the indicators of criminal and sexual exploitation and all concerns are reported immediately to the DSO.

## **Honour-Based Violence**

‘Honour-based’ violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of HBV are abuse.

FGM is the collective name given to a range of procedures involving the partial or total removal of external female genitalia for non-medical reasons. In England, Wales and Northern Ireland, the practice is a criminal offence under the Female Genital Mutilation Act 2003. The practice can cause intense pain and distress and long-term health consequences, including difficulties in childbirth.

FGM is carried out on girls of any age, from young babies to older teenagers and adult women. Many such procedures are carried out abroad and staff should be particularly alert to suspicions or concerns expressed by a girl of any age about going on a long holiday during the summer vacation period.

A forced marriage is a marriage in which a female (and sometimes a male) does not consent to the marriage but is coerced into it. Coercion may include physical, psychological, financial, sexual and emotional pressure. It may also involve physical or sexual violence and abuse. In England and Wales the practice is a criminal offence under the Anti-Social Behaviour, Crime and Policing Act 2014. The reporting of any concerns about either suspected forced marriage or FGM is mandatory.

A forced marriage is not the same as an arranged marriage. In an arranged marriage, which is common in several cultures, the families of both spouses take a leading role in arranging the marriage but the choice of whether or not to accept the arrangement remains with the prospective spouses.

Children may be married at a very young age, and well below the age of consent in the UK which would make it unlawful in relation to a UK citizen. Relevant Club staff receive training and should be particularly alert to suspicions or concerns raised in relation to a young person who is being taken abroad and may be anxious or prevented from returning to the UK.



## Radicalisation and Extremism

Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups or activities.

The government defines extremism 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’ (HM Government Prevent Strategy).

Some children are at risk of being radicalised: adopting beliefs and engaging in activities which are harmful, criminal or dangerous. Islamic extremism is the most widely publicised form however staff should also remain alert to the risk of radicalisation into white supremacy extremism.

‘Prevent’ is a cross-Government policy that forms one of the four strands of the UK’s strategy for counter terrorism which includes the prevention of radicalisation of vulnerable adults and children. Those who are targeted with a view to radicalise them are often the most vulnerable in society including those with poor networks of support or who are experiencing socially isolated, mental health issues and/or learning and communication issues.

Keeping children safe from these risks is a safeguarding matter and should be approached in the same way as safeguarding children from other risks.

If the behaviour of anybody involved in our activities indicates that they or those around them are at risk of harm, staff should report these concerns immediately to the DSO. In the event that there appears to be an immediate risk or danger call 999.

## Private fostering arrangements

A private fostering arrangement occurs when someone other than a parent or a close relative cares for a child for a period of 28 days or more, with the agreement of the child’s parents. It applies to children under the age of 16 or aged under 18 if the child is disabled. By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify children’s services as soon as possible.

Where a member of staff becomes aware that a child may be in a private fostering arrangement they will raise this with the DSO and the Club will notify the local authority who will check whether the arrangement is suitable and safe for the child. The Club, on very rare occasions, makes arrangements for Academy scholars to stay with a host family. In such



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circumstances the Club will adhere to its Host Family policy to ensure that all safeguarding considerations are addressed and agreed with the player and his parents. Where any accommodated scholar is aged under 16 arrangements will be agreed in partnership with the local authority and in line with the Children (Private Arrangements for Fostering) Regulations 2005.

## **Children looked after**

The most common reason for children becoming looked after (taken into care) is as a result of abuse or neglect. Children's early experiences have a significant impact on their development and future life chances. As a result of their experiences, both before and during care, looked after children are at greater risk than their peers.

Appropriate staff will be informed about a child's looked after legal status and care arrangements, including the level of authority delegated to the carer by the local authority looking after the child. Any indicators or signs that a looked after child may require additional support or protection must be reported without delay to the DSO who will share concerns with the Local Authority without delay.

## **Related safeguarding portfolio policies**

This policy should be read alongside our other Club safeguarding policies and procedures:

- Safeguarding Adults Policy
- Host Families Policy
- Photography and digital images Policy
- Whistle blowing Policy
- Complaints Policy
- Anti-bulling Policy
- Staff and Volunteers Code of Conduct
- Data Protection Policy
- Transport Policy
- Excursions and Events Policy
- Health and Safety Policy

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- Safer Recruitment Policy
- Mascots Policy
- Changing Facilities Policy

## Sharing Concerns and Reporting Contact Details

All concerns should be recorded as soon as possible. Records should include the date, time relating to the welfare of any child, whether these concerns arise outside of or within Club activities, should be shared and advice sought without delay. Wherever possible, please have as many relevant details to hand e.g. full name, date of birth and address of child, siblings and parents; full details of the concern etc. but do not let a lack of detail block you from reporting.

**The following contact numbers are provided for the reporting of concerns:**

### Swindon Town FC Designated Safeguarding Officer

Kirk McGinn

T: 07432 030913

Email: [safeguarding@swindontownfc.co.uk](mailto:safeguarding@swindontownfc.co.uk)

### Swindon Multi Agency Safeguarding Hub (MASH):

Tel: 01793 466903

Emergency: 01793 466900

### Local Authority Designated Officer:

The Swindon LADO sits within the Safeguarding Unit and is accountable to the Safeguarding Manager Children, and Families.

LADO contact details: Tel: 01793 466849

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The Local Authority Designated Officer (LADO) can be contacted via the Quality Assurance & Review Service, Clarence House, Euclid Street, Swindon SN1 2JH

Tel: (01793) 463854

MASH: Tel: 01793 466849, Email: [Swindonmash@swindon.gov.uk](mailto:Swindonmash@swindon.gov.uk)

SWINDON SAFEGUARDING PARTNERSHIP: Tel: 01793 463803, Email:

[lscb@swindon.gov.uk](mailto:lscb@swindon.gov.uk)

## **Police:**

Emergency: 999

Local: Call 101 and ask for the Constabulary's Child Protection Team

## **EFL National Safeguarding Manager:**

Alexandra Richards

Tel: 07792 284740

Email: [arichards@efl.com](mailto:arichards@efl.com)

## **EFL Regional Safeguarding Manager:**

Darren Green

Tel: 07581 048977

Email: [dgreen@efl.com](mailto:dgreen@efl.com)

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## Club Safeguarding Officers:

**Rob Angus**, Senior Safeguarding Manager

E: [rob@swindontownfc.co.uk](mailto:rob@swindontownfc.co.uk)

T: 07432 030913

**Kirk McGinn**, Designated Safeguarding Officer

E: [safeguarding@swindontownfc.co.uk](mailto:safeguarding@swindontownfc.co.uk)

**Lisa Thompson**, Matchday Safeguarding Officer

E: [safeguarding@swindontownfc.co.uk](mailto:safeguarding@swindontownfc.co.uk)

**Alex Pike**, Academy Manager & Academy Safeguarding Officer

E: [alex.pike@swindontownfc.co.uk](mailto:alex.pike@swindontownfc.co.uk)

**Sean Wood**, Lead Phase Coach & Academy Safeguarding Officer

E: [sean@swindontownfc.co.uk](mailto:sean@swindontownfc.co.uk)

**Ryan Elliott**, Lead Phase Coach & Academy Safeguarding Officer

E: [ryan.elliott@swindontownfc.co.uk](mailto:ryan.elliott@swindontownfc.co.uk)

**Shane Hewlett**, Swindon Town FC Community Foundation, Designated Safeguarding Officer

E: [shane@stfcfoundation.com](mailto:shane@stfcfoundation.com)

**Steve Butcher**, Swindon Town Womens FC, Designated Safeguarding Officer

E: [lucky7@sky.com](mailto:lucky7@sky.com)

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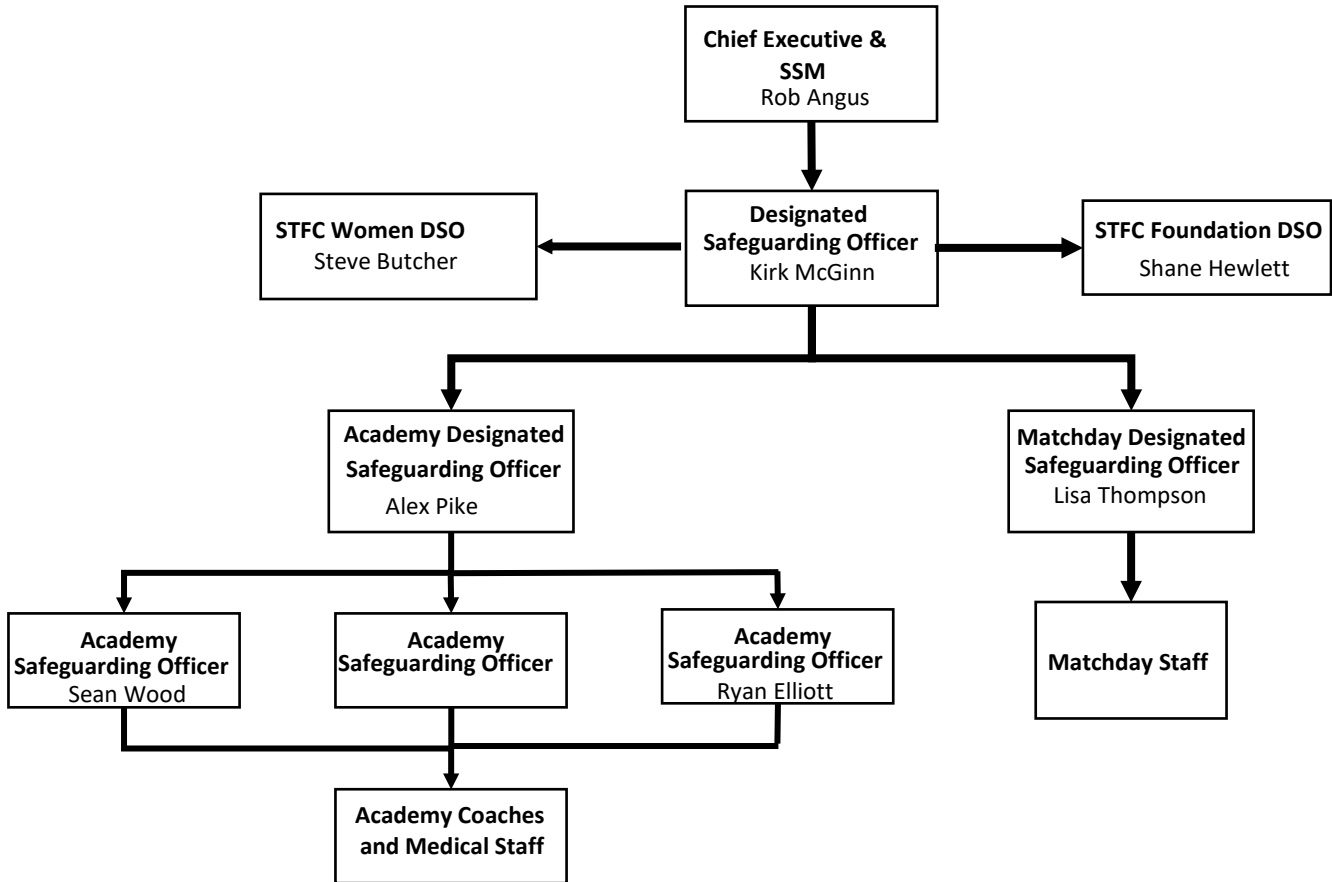
This policy is written in conjunction with the following legislative documents:

- KCSIE 2023
- Working Together 2018
- Protection of Freedoms Act 2012
- Children Act 1989 & 2004
- Education Act 2002
- Counter Terrorism and Security Act 2015

# SWINDON TOWN FOOTBALL CLUB



## Club Safeguarding Structure





## Appendix 1

### Four categories of abuse

#### Physical abuse

Physical abuse is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child (this used to be called Munchausen's Syndrome by Proxy, but is now more usually referred to as fabricated or induced illness).

#### Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child 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 child 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 children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child 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 frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

#### Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child 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 children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child 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 children.

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## Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## Indicators of abuse

Physical signs define some types of abuse, for example, bruising, bleeding or broken bones resulting from physical or sexual abuse, or injuries sustained while a child has been inadequately supervised. The identification of physical signs is complicated, as children may go to great lengths to hide injuries, often because they are ashamed or embarrassed, or their abuser has threatened further violence or trauma if they 'tell'. It is also quite difficult for anyone without medical training to categorise injuries into accidental or deliberate with any degree of certainty. For these reasons, it is vital that staff are also aware of the range of behavioural indicators of abuse and report any concerns to the designated safeguarding lead.

**It is the responsibility of staff to report their concerns. It is not their responsibility to investigate or decide whether a child has been abused.**

A child who is being abused, neglected or exploited may:

- have bruises, bleeding, burns, fractures or other injuries
- show signs of pain or discomfort
- keep arms and legs covered, even in warm weather
- be concerned about changing in front of others
- look unkempt and uncared for
- change their eating habits



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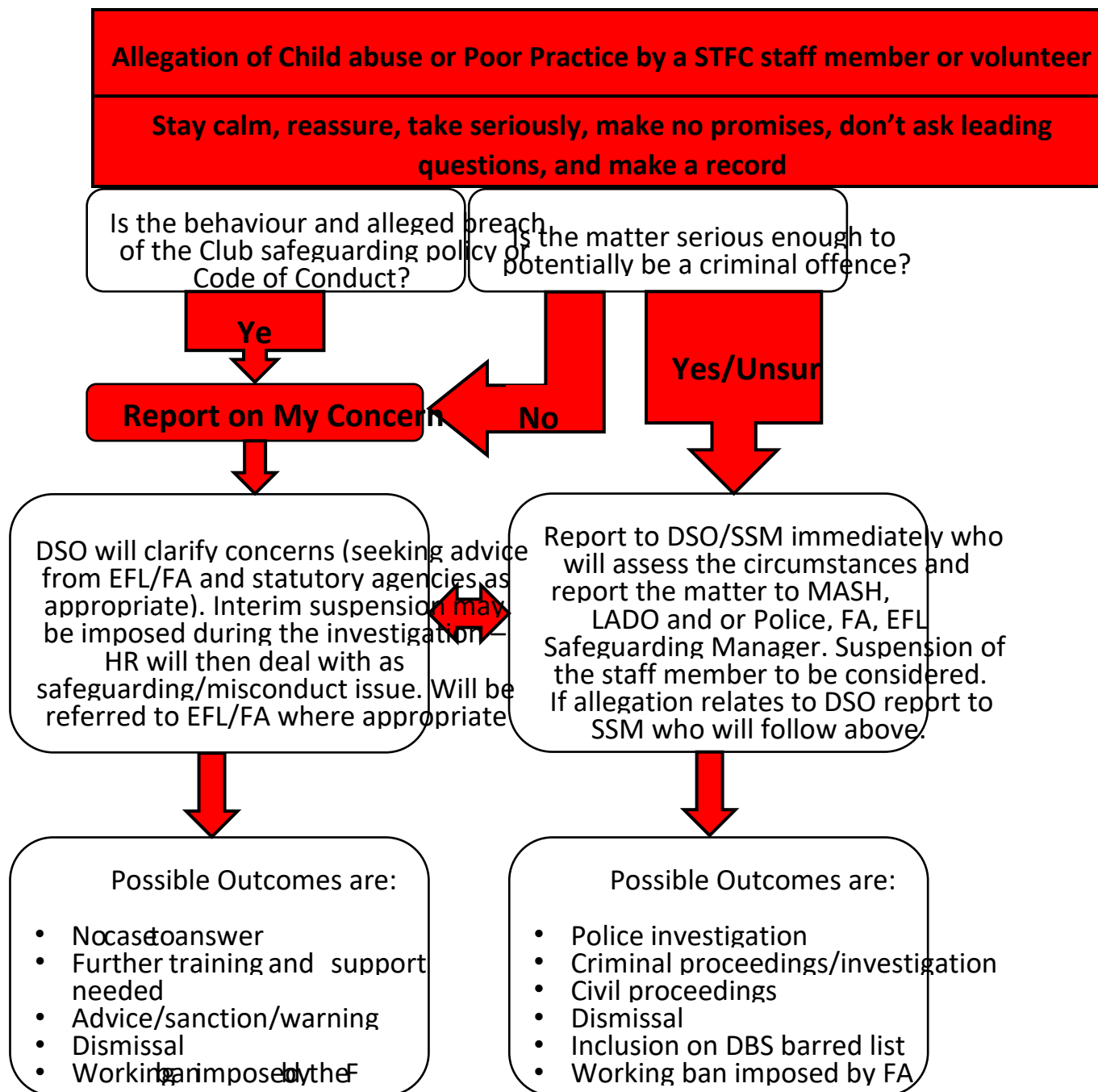
- have difficulty in making or sustaining friendships
- appear fearful or withdrawn
- avoid eye contact
- be reckless with regard to their own or other's safety
- self-harm
- frequently miss sessions, arrive late or try to leave activities before they are scheduled to end
- show signs of not wanting to go home
- become disinterested in their studies or training
- be constantly tired or preoccupied
- be wary of physical contact
- be involved in, or particularly knowledgeable about drugs or alcohol
- display sexual knowledge or behaviour beyond that normally expected for their age
- acquire gifts such as money or a mobile phone from new 'friends'.

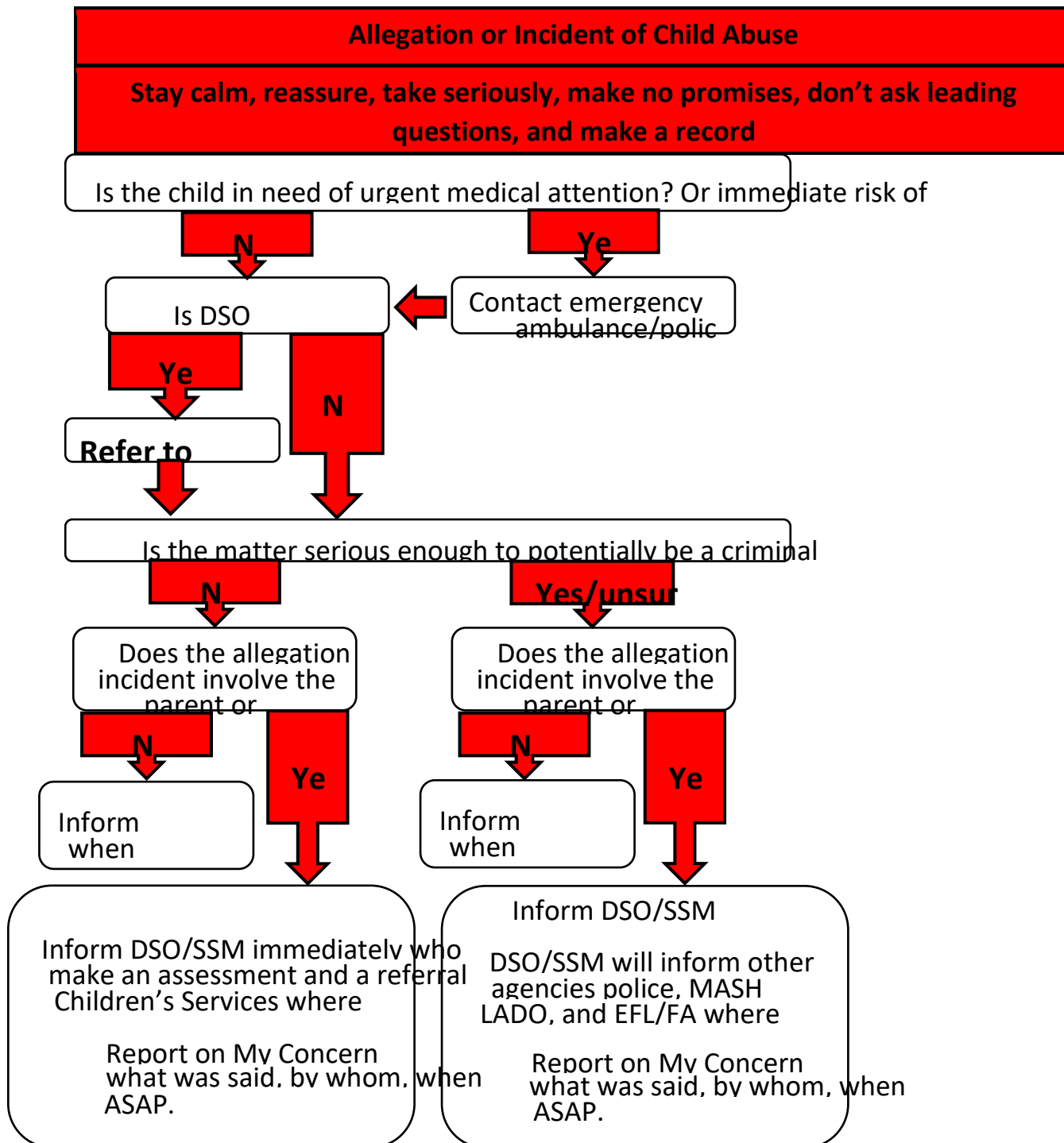
Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the DSO to decide how to proceed.



Appendix 2

Club process and procedures for dealing with disclosures





**Appendix 3 Written Incident Reporting Form**

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Child Protection Incident Reporting Form – complete within 24-48 hours

1. Please indicate what you are reporting:

I have concerns that abuse may be occurring (complete sections 2 and 3)

I was involved in an incident with a child (complete sections 2 and 4)

I was a witness to an incident with a child (complete sections 2 and 4)

I have received an allegation of abuse (complete sections 2 and 5)

A child has told me that they are being abused (complete sections 2 and 5)

2. Important information:

Your name

Your contact details

---

---

Name of child concerned \_\_\_\_\_

Capacity in which child is known to you \_\_\_\_\_

Any other useful information relating to the child (eg: home address, school, date of birth

---

---

---

Is the child aware of this referral. Yes/No (if no explain why)

Is the Parent/Carer aware of this referral. Yes/No (if no explain why)

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### 3. Concerns that abuse may be occurring

Please record the concerns that you have regarding a child or adult

### 4. Incident with a child

Please indicate which of the following has occurred:

I accidentally hurt a child. [ ]

A child misinterpreted or misunderstood something I have done. [ ]

I have had to use reasonable physical restraint. [ ]

I was witness to one of the above (please indicate which one) [ ]

Please provide further information, including any action taken so far and the reasons for doing so.

### 5. Allegation/Disclosure of abuse:

Allegation received from:

---

Allegation received on:

---

Name of person about whom allegation has been made:

Please use space below or a separate page to record the details of the allegation or disclosure you received. This should be a factual account of the information you have received only. Do not include assumptions or opinions of others. Make sure you record details of dates and times and any other potentially useful information. If the disclosure has come from a child who is claiming they are being abused, the conversation should be recorded in their words. If there are any

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injuries to the child, describe the injuries but do not remove clothing to inspect a child. Do not attempt to investigate the matter yourself. Also record any action you have taken.

Name

Signature\_\_\_\_\_Date

\_\_\_\_\_

After completion all documents should be returned to the Club Safeguarding Officer



## Appendix 4 Low Level Concern Policy

### Low level concern

A low level concern about an adult's behaviour towards a child or adult at risk that does not meet the allegation threshold set out above, or is not otherwise serious enough to consider a referral to Social Care. A low level concern is any concern, no matter how small, and even if no more than a 'nagging doubt', that an adult may have acted in a manner which:

- is not consistent with our Clubs' Safeguarding Policy and Procedure, and/or
- relates to their conduct outside of work which, even if not linked to a particular act or omission, has caused a sense of unease about that adult's suitability to work with children or adults at risk Swindon Town Football Club.

### What to do if you have a low level concern

All low level concerns should be received by the Designated Safeguarding Officer (DSO). It is important to:

- Share concerns with your DSO within 24 hours of becoming aware of it.
- In the absence of your DSO inform the SSM or General Manager.
- If behaviour relates to the DSO, then share the concern with the SSM.

### Procedure for managing a low level concern

**Step 1 - Initial Concern Raised** In the first instance, staff will report verbally to the DSO or to the SSM providing a written summary of concern. Those staff trained in the use of the online platform 'My Concern' should create a concern which informs the DSO.

Please note the following:

- Verbal account – Ensure a written record is taken as information is shared.
- Sound professional judgment should be used in determining what information is necessary to record for Safeguarding purposes.
- The record should include brief context, concise details, and relevant incidents.
- The record should be signed, timed and dated.

**Step 2 - Response by DSO**

- The DSO should speak to the person who is raising the concern

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- Review the information and decide whether the behaviour is: 1. entirely consistent with Club Safeguarding Policy and Procedure 2. constitutes a low level concern 3. serious enough to consider a referral to the SSM or to MASH 4. serious enough to be reclassified as an allegation and referred to the SSM, MASH, or any other statutory Agencies, having considered any other previous low-level concerns about this individual.
- Speak to the individual about whom the concern is raised (unless Social Care/Police have advised otherwise if within (3) or (4) above) If the DSO is in doubt about the outcome of Step 2, the DSO must discuss the matter with the SSM before a decision is made.

DSO must make records of:

- All internal conversations
- All external conversations
- Their determination
- The rationale for their decision; and
- Any action taken

## Step 3 – Decision Making and Next steps

If the information shared meets the Clubs' expectations and is compliant with Safeguarding Policy and Procedure regarding a low level concern:

- DSO to inform the individual concerned what was shared about their behaviour and give them an opportunity to respond
- DSO to speak to the person who shared the low level concern, providing feedback about how and why the behaviour is consistent with Safeguarding Policy and Procedure and the law
- Consider if a review of the Safeguarding Policy and Procedure is necessary - is the Policy clear? Has the training been unsatisfactory? Is the Low Level Concern Policy clear enough?
- Consider training/support of the Low Level Concern Policy if the same individual reports similar low level concerns and it is found not to breach Club Policy.

If the information shared does not meet the Clubs' expectations and is in breach of the Safeguarding Policy and Procedure regarding a low level concern:

- A sensitive and proportionate response is essential
- Maintain confidence that concerns will be handled promptly and effectively, whilst protecting staff from potential false or malicious allegations



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- Any investigation is on a 'need to know' basis
- This may be dealt with by management guidance and/or training and not give rise to further action

If the information/further evidence that has been gained raises the level of concern, the DSO is to seek guidance from the SSM.

If an individual has had a previous low level concern raised against them, the DSO must inform the SSM. The information available will be reviewed and a decision may be made to reclassify the concern as an allegation, and the concern will be dealt with in accordance with Safeguarding Policies and Procedures



## Appendix 5 MASH Referral Form

### Swindon Multi-Agency Safeguarding Hub (MASH)

#### Referral Form

*This form should be used to make a written referral for all concerns that fall within the partnership threshold document as:*

- **Level 4 Statutory Social Care, Specialist Support, Safeguarding Concerns**
- **Level 3 Early Help Intensive Support**
- Please refer to **The Right Help at the Right Time Guidance** for **Level 1 & Level 2** and [The Local Offer](#) for information about what support and services are available for children, young people and their families in Swindon.

*Using this form will help make sure the response to the referral is as effective as possible. Urgent child protection concerns should **always** be made by telephone 01793 466903. You will be asked to submit this form within 24 hours of a telephone referral for confirmation and to record consent.*

**Once completed please send securely to [Swindonmash@swindon.gov.uk](mailto:Swindonmash@swindon.gov.uk)**

#### **Referrer**

**Consent must be obtained for the MASH to proceed except in the following circumstances**

- a) Where there are clear child protection concerns i.e. child has an injury and or has made allegations against the parent/ carer
- b) When the referrer suspects that by attempting to get consent from the parents that this could potentially place the child/ren/ young person and or the adult victim at potential risk of harm
- c) When the referrer has sought consent but the parent/ carer has refused permission. In this instance the referrer believes that by not sending the referral to the MASH team then the identified concern (s) are likely to escalate and may place the child/ren/ young person at further risk of potential harm.

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## **Consent to proceed received Parent(s)**

**Consent given by** [Click here to enter text.](#)

## **PLEASE READ OUT TO PARENT/CARER: GDPR Statement**

By providing consent you are agreeing for Swindon Borough Council's Integrated Front Door (MASH Social Workers and Early Help Hub Workers) to proceed; speak with other professionals and share your personal information/data in order to help us make the right decision at the earliest opportunity unless your child is deemed to be at risk of significant harm. Should a decision be made for your child(ren) to have an assessment or support from our Early Help Hub Service, consent will be re-confirmed on allocation. We will make sure our processing of your data is fair and complies with all data protection principles including privacy notices.

**The parent/ carer have not consented to this referral and my rationale for sharing information without consent is:**

**Please tick here for requests for Early Help Intensive Support**

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Details of person making referral			
Name		Role & Agency	E-mail Address
Click here to enter text.		Click here to enter text.	Click here to enter text.
Agency Address		Telephone Number	Fax Number
Click here to enter text.		Click here to enter text.	Click here to enter text.
Referrer's Signature		Date:	Click here to enter a date.

**Reasons for Referral:**

What has happened / changed today for your concerns to reach Child Protection / Complex Child in Need/Early Help level?

*Please ensure all details on the Referral Form are completed as fully as possible, even if already provided verbally*



Click here to enter text.

**What are we worried about?** How is the current situation impacting on the Child/Young Person? Please include the family environment and views of the child:

**What is likely to be the impact on the Child's lived experience:**

Click here to enter text.

**Considered category of abuse that this child is being subjected to?**

Physical abuse

Emotional abuse

Sexual abuse

Neglect

**What is working well?** What strengths and protective factors does the Child/Young Person have?

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Click here to enter text.

**What action or steps have already been taken to reduce impact on the Child/Young Person?**

Click here to enter text.

**Are there any court orders relating to the Child/Young Person or family?**

Yes

No

Don't know

**Please Provide details:**

Click here to enter text.

**Date Referral Received:**

Click here to enter a date.

**Details of Child / Young Person being referred**

**Surname:**

**First names:**

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Click here to enter text.		Click here to enter text.
<b>Other known as names:</b> <i>Please record all names child / young person have been/are known by.</i>	<b>DoB or EDD:</b>	<b>Gender:</b>
Click here to enter text.	Click here to enter a date.	Select Gender
<b>Home Address:</b> <i>This is child/young person's usual or home address. If child is living away from home or where the parents have shared care, the child/young person may have 2 addresses.</i>	<b>Postcode:</b>	<b>Telephone/Mobile:</b> <i><u>All</u> known telephone numbers should be given</i>
Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Current address if different from above:</b>	<b>Postcode:</b>	<b>Telephone/Mobile:</b>
Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Reason for residence at this address:</b> <i>Please indicate if child is in Private Fostering arrangement.</i>		

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Click here to enter text.

<b>Child / young person's religion:</b>	<b>Child / young person's first language:</b>
Select religion.	Select Language

**Child/Young Person: Disabled**

*Note for Children's Services staff: impairment type should be recorded using children in need census codes.*

**The Child / Young Person is Disabled?**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
-----	--------------------------	----	--------------------------	--

<b>If yes, please record type of impairment:</b>	Select a disability.		
--	----------------------	--	--

**The Child / Young Person has an Education Health Care Plan?**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Not Known	<input type="checkbox"/>
-----	--------------------------	----	--------------------------	-----------	--------------------------





Child / Young Person's Ethnicity (please tick)									
<i>The child / young person or the child's parents should be asked which ethnic group the child belongs to.</i>									
Black or Black British		Asian or Asian British		White		Mixed		Other Ethnic Groups	
Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>	White British	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	White Irish	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>	Any other ethnic group	<input type="checkbox"/>
Any other Black background	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Any other White background	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>	Not given	<input type="checkbox"/>
		Any other Asian background	<input type="checkbox"/>			Any other Mixed background	<input type="checkbox"/>	If other, please specify.  Click here to enter text.	<input type="checkbox"/>

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Details of Mother			
Is Mother the Main Carer?	Yes <input type="checkbox"/>		No <input type="checkbox"/>
<b>Surname:</b>		<b>First name:</b>	
Click here to enter text.		Click here to enter text.	
<b>Other known as names:</b>	<b>DoB:</b>	<b>Ethnicity:</b>	<b>First language</b>
Click here to enter text.	Click here to enter a date.	Select ethnicity	Select Language
<b>Home Address (if different from child):</b>		<b>Postcode:</b>	<b>Telephone/Mobile:</b>
Click here to enter text.		Click here to enter text.	Click here to enter text.
<b>Details of any disability:</b>	Select a disability.		
<b>Occupation/Voluntary worker</b>	Click here to enter text.		

# SWINDON TOWN FOOTBALL CLUB



Details of Father			
Is Father the Main Carer?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
<b>Surname:</b>		<b>First name:</b>	
Click here to enter text.		Click here to enter text.	
<b>Other known as names:</b>	<b>DoB:</b>	<b>Ethnicity:</b>	<b>First language</b>
Click here to enter text.	Click here to enter a date.	Select ethnicity	Select Language
<b>Home Address (if different from child):</b>		<b>Postcode:</b>	<b>Telephone/Mobile:</b>
Click here to enter text.		Click here to enter text.	Click here to enter text.
<b>Does Father have PR?</b>	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
<b>Details of any disability:</b>	Select a disability.		

# SWINDON TOWN FOOTBALL CLUB



<b>Occupation/Voluntary worker</b>	Click here to enter text.		
<b>Details of Main Carer if not Mother or Father (significant others)</b>			
<b>Surname:</b>		<b>First name:</b>	
Click here to enter text.		Click here to enter text.	
<b>Other known as names:</b>	<b>DoB:</b>	<b>Ethnicity:</b>	<b>First language</b>
Click here to enter text.	Click here to enter a date.	Select ethnicity	Select Language
<b>Home Address:</b>		<b>Postcode:</b>	<b>Telephone/Mobile:</b>
Click here to enter text.		Click here to enter text.	Click here to enter text.
<b>Relationship to Child / Young Person</b>	Select a relationship		
<b>Details of any disability:</b>	Select a disability.		
<b>Occupation/Voluntary worker</b>	Click here to enter text.		



**Siblings of Child/Young Person**

*Note – if you have significant concerns about siblings or another child in the household these should be clearly defined*

*A drawn genogram (family tree) would help understand the child within the family.*

Surname	First name	DoB	Relationship	Tick if concerns for siblings also
Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.	<input type="checkbox"/>
Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.	<input type="checkbox"/>

**Significant others, Important to the child**

*This section records all children/young people and adults living at the child/young persons usual or home address but not already recorded above*

Surname	First name	DoB	Relationship	Address	Telephone	Tick if concerns for siblings also

# SWINDON TOWN FOOTBALL CLUB



Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter text.	<input type="checkbox"/>
Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter text.	<input type="checkbox"/>

## Has an Early Help Assessment been completed?

Yes  No  Don't know

Please attach copy of completed Early Help Assessment and Family Plan and provide details of any Lead Professionals: Names and Contact Details:

Click here to enter text.

If No, why is an RF1 more appropriate than an Early Help Assessment and Family Plan being offered?

*Swindon's Graduated Response recognises that it is best practice to offer intervention at the earliest opportunity*

[Swindon Local Offer - Early help and graduated help](#)

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Click here to enter text.

**What key agencies are involved in supporting this child/young person/family?**

Agency:	Name:	Address:	Telephone:
Select an Agency			
Select an Agency			
Select an Agency			

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**Do any of the members of the immediate family work or in a position of trust with children? Yes  No**

**If Yes; please provide the name of the person and their role.**

Name: [Click here to enter text.](#)

Role: [Click here to enter text.](#)

If you have any queries or would like some advice; please contact the LADO contact number for discussions – 01793 463854

## **Next Steps**

**Once completed please send to [Swindonmash@swindon.gov.uk](mailto:Swindonmash@swindon.gov.uk)**

If your referral is in relation to an urgent child protection issue, please alert the team on 01793 466903.

The team can be contacted Monday to Thursday 8.30am-4.40pm, and Friday 8.30am-4.00pm.

If you have an immediate child protection concern for a child outside of these hours, call the Police, or please make contact with our Emergency Duty Service on 01793 436699.



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## **THIS PAGE TO BE LEFT WITH PARENT/CARER**

### **How information about you will be used**

### **Why organisations keep and share information about you and your child**

Swindon Borough Council provides a range of Community Health, Social Care and Family Intervention Support Services such as the Family Service, the Youth Engagement Service, as well as Education Support Services. This is an integrated children's service and is named Children, Families and Community Health Services. It also works with families as part of the Troubled Families' national initiative.

This Service holds information on paper and on an electronic database about your family if you are referred to us and if you go on to receive a service. Once your information is on the database, other professionals within Swindon Borough Council Children, Families and Community Health Services will be able to see which services you are involved with and relevant case information. Staff need this information so they can give the best advice possible and offer support.

Individual case information will not be shared outside of the Children's Service unless consent has been given, or there is a potential risk of significant harm to a person. However, general demographic data such as name, address, date of birth, and also ethnic group, special educational needs will be shared between organisations that provide public sector services in Swindon and form together as the One Swindon Partnership. These are a range of Health Care providers and Local Council services. Relevant information will also be shared with partners at contact stage through our MASH (multi agency safeguarding hub) which is operated by Swindon Borough Council.

Further information about how organisations use your information can be found at the following website in the document "Contact details and data sharing between organisations". You will

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found more information on [Privacy Notices - Children, families and community health services Privacy Notice](#)

If you are concerned in relation to data sharing and would like to understand more or exercise any of your information rights you can contact us by:

E-mail: [dataprotection@swindon.gov.uk](mailto:dataprotection@swindon.gov.uk)

Or Letter: Data Protection Officer, Swindon Borough Council, Civic Offices, Euclid Street, SN1 2JH

The main legal framework relating to the protection of personal information and how it is exchanged in a MASH is set out in:

- The Human Rights Act 1998, which incorporates Article 8 of the European Convention on Human Rights (ECHR), including the right to a private and family life
- The common law duty of confidentiality
- The Data Protection Act 2018 and the general Data Protection Regulation (GDPR), covering protection of personal information

There is no general power to obtain, hold or process data and there is no statutory power to share information. There are a number of pieces of legislation.

These include:

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<ul style="list-style-type: none"><li>• The Children Act 1989</li><li>• The Children Act 2004</li><li>• Education Act 2002</li><li>• Education Act 1996</li><li>• Learning and Skills Act 2000</li><li>• Education (SEN) Regulations 2001</li><li>• Children (Leaving Care) Act 2000</li><li>• Mental Capacity Act 2005</li><li>• Mental Capacity Act Code of Practice 2005</li></ul>	<ul style="list-style-type: none"><li>• Immigration and Asylum Act 1999</li><li>• Local Government Act 2000</li><li>• Criminal Justice Act 2003</li><li>• Crime and Disorder Act 1998</li><li>• National Health Service Act 1977</li><li>• National Health Service Act 2006</li><li>• The Adoption and Children Act 2002</li><li>• The Localism Act 2011</li><li>• Welfare Reform Act 2012</li></ul>
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