



Swindon Town FC  
**Community Foundation**

**Swindon Town FC Community Foundation**  
Football in the Community

The Energy Check County Ground, County Road, Swindon, Wiltshire SN1 2ED  
**Tel:** 01793 421303 | **Mob:** 07966 305320 / 07919 112982

[www.stfcfoundation.com](http://www.stfcfoundation.com)

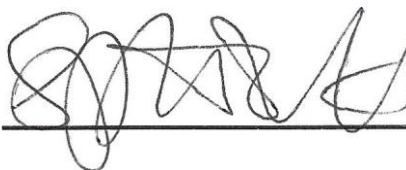
## Swindon Town FC Community Foundation

### Safeguarding Children and Vulnerable Adults in Sport, Physical Activity and Leisure

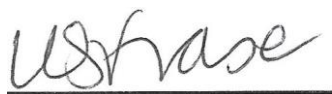
Latest review: January 2024

Date of next review: January 2025

This policy and set of procedures will be reviewed on an annual basis, or sooner should any major incident, organisational or legislative change arise.

Signed 

Shane Hewlett (Senior Safeguarding Manager)

Signed 

Kirsteen Fraser (Senior Safeguarding Manager)



CHARITY NUMBER 1121820

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## 1. Introduction

This Foundation acknowledges its responsibility to safeguard the welfare of every child, young person and vulnerable adult who has been entrusted to its care and is committed to working to provide a safe environment for all members. Every child, young person or vulnerable adult who plays or participates in sport with the Foundation should be able to take part in an enjoyable and safe environment and has the right to protection from abuse and exploitation.

**This Foundation recognises that safeguarding is the responsibility of every adult in our organisation.**

## 2. Aims and Objectives

This policy sets out our commitment to safeguarding and includes procedures which all adults working and volunteering within the Foundation must follow if they have concerns about the safety and welfare of a child or vulnerable adult.

To ensure that safeguarding is paramount across the Foundation our aims are as follows:

- The child/vulnerable adult, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity has the right to protection from abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All staff are recruited and checked in accordance with safer recruitment processes.
- All staff (paid/unpaid) working for Swindon Town FC Community Foundation have a responsibility to report concerns.
- All staff are given the appropriate level of training to deal with situations that may occur and have the support required to report their concerns/suspicions.
- All staff, working with children/vulnerable adults are suitably accredited and all coaches/volunteers adequately qualified and checked through the Disclosure and Barring services. (DBS)

**The safety and welfare of the child/vulnerable adult is paramount.**

## 3. Scope of the Policy

The scope of the policy covers any activity led by staff working/volunteering for the Foundation taking place in council-owned leisure centres, as well as any sessions and programmes managed or delivered by the Foundation in wider community settings.





This policy and set of procedures applies to:

- Staff (paid/unpaid) working for, in partnership with or on behalf of Swindon Town FC Community Foundation. This includes contracted members of staff, casual staff, temporary staff and volunteers. For the purposes of this document, the term 'staff' refers to any of the above.
- Senior managers and trustees

#### 4. Working in Partnership

This Foundation is committed to working in partnership with:-

- Swindon Local Partners (previously Swindon Local Safeguarding Children Board)
- Children's Social Care (for children up to their 18<sup>th</sup> birthday)
- Adults' Social Care (for vulnerable adults aged 18 and above)
- The Police
- The Disclosure and Barring Service
- Swindon Town Football Club
- The Football Association

#### 5. The Role of the Safeguarding Team at the Foundation

Our Senior Safeguarding Manager (SSM) is Shane Hewlett

Our Designated Safeguarding Officer (DSO) is Andy Tye and Brad Carter

Our Safeguarding Lead Trustee (SLT) is Kirsteen Fraser

Our deputy DSO for STFC is Ben Hawkins

- The role of the DSO is to oversee safeguarding arrangements at the Foundation and ensure that procedures are robust. They are also the person who should be contacted in the event of a disclosure of abuse, which involves an adult working in a position of trust / within the Foundation (*See 'Alleged Abuse by Staff, Managers, Volunteers or Trustees', section 8*). The Designated safeguarding lead will report any allegations about adults working in the Foundation (including volunteers) to the FA Safeguarding Team (*See appendix 7 of Working Together To Safeguard Football – referral form*).
- The role of the DSO is to respond to concerns about the safety/welfare of children/vulnerable adults who are engaging with the Foundation and participating in football /sport (*See Section 6, 'Responding to reports about the safety/welfare of children/vulnerable adults – next steps for the DSL/deputy DSL'*).
- The role of the deputy DSO is to act in the DSO absence and respond to reports of concern about the safety/welfare of a child/vulnerable adult.





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All three staff work in partnership with the Club. The DSL and the DSO and the Deputy DSO from Swindon Town FC Community Foundation meet quarterly with the Swindon Town FC Club DSO Steve Anderson to discuss safeguarding. If any issues or instants occur in between these quarterly meetings then we will arrange to meet as a matter of urgency to meet and deal with the situation.

**Contact Details**

Kirsteen Fraser – Swindon Town FC Community Foundation Chairman – SLT	07780660410
Shane Hewlett – Assistant Head of Foundation – SSM for STFCCF	07919112982
Ben Hawkins STFC DSL	07432030913
Andy Tye – DSO for STFCCF	01793 421303
Brad Carter - DSO for STFCCF	01793 421303
Jon Holloway - Head of Foundation	07966305320
Mark Derrien - DSO EFL Trust	07944272236
Tara Lawson – EFL Safeguarding & Incident Manager	07964905652
Swindon Ladies	01793 466849
To raise a concern or to make a referral about Vulnerable Adults	(Swindon) 01793 463555 Emergency Duty Service: Weekends & Night 01793436699 (Wiltshire) 0300 456 0111 Emergency Duty Service 0845 607 0888
To raise a concern or make a referral about a child or young person (under the age of 18) Multi Agency Safeguarding Hub (MASH)	(Swindon) 01793 466903 Emergency Duty Service 01793436699 (Wiltshire) 0300 4560 108 Emergency Duty Service 0845 6070888
Police	101 999 Emergency Services
The FA Safeguarding Team	0800 169 1863
NSPCC helpline	0808 800 5000
NSPCC Whistle-Blowing helpline	0800 028 0285
Referral Forms for Referral to Children’s Social Care	<a href="https://www.swindonlscb.org.uk/wav/Pages/Forms.aspx">https://www.swindonlscb.org.uk/wav/Pages/Forms.aspx</a>



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Referral Forms for Referral to Adult Social Care

[https://www.swindon.gov.uk/forms/form/302/en/multi-agency\\_safeguarding\\_adults\\_referral\\_form](https://www.swindon.gov.uk/forms/form/302/en/multi-agency_safeguarding_adults_referral_form)

## 6. Procedures for Responding to Concerns/Disclosures Involving the Welfare or Safety of a Child, Young Person, or Vulnerable Adult

Safeguarding is everyone's responsibility. If you are worried about a child, young person or vulnerable adult it is important that you report your concerns – no action is not an option.

### For information about signs and indicators of abuse and the categories of abuse please refer to:

- a. Appendix 2 of this document for information about categories of abuse and signs and indicators.
- b. Appendix 6 of 'Working Together To safeguard Football' The FA (2018)
- c. 'What to do if you're worried a child is being abused' DfE (March 2015)
- d. Keeping Children safe in Education (2018)

### **What to do if you receive a disclosure of abuse or poor practice from a child or vulnerable adult:**

1. Stay calm.
2. Ensure the person is safe and there is no immediate danger.
3. If the person is present, reassure them they were right to tell and they are not to blame.
4. Take what they say seriously.
5. If the child or vulnerable adult needs immediate medical treatment, telephone for an ambulance, inform doctors/medic of your concerns and ensure that they are aware that this is a protection issue.
6. Don't promise to keep confidentiality or promise a possible outcome – explain that you will need to talk to an appropriate colleague about the issue.
7. Keep questions to a minimum and only use them to clarify what you have been told.
8. In the event of suspicion of sexual abuse, advise the child or vulnerable not to bathe or shower until given permission to do so. Washing can destroy valuable evidence.





As soon as possible (within one hour) report the matter to:

**Shane Hewlett Designated Safeguarding Officer:**

**07919112982**      [shane@stfcfoundation.com](mailto:shane@stfcfoundation.com)

If unavailable, contact Jon Holloway 07966305320 or DSL Kirsteen Fraser

**07780660410**      [kirsteen@stfcfoundation.com](mailto:kirsteen@stfcfoundation.com)

If neither can be contacted, then 24-hour support is available from:

The Emergency Duty Service, Weekends & Night - 01793 436699

Other Contacts include:

Local emergency details for children services - 0845 607 0888

FA Helpline - 0800 169 1863

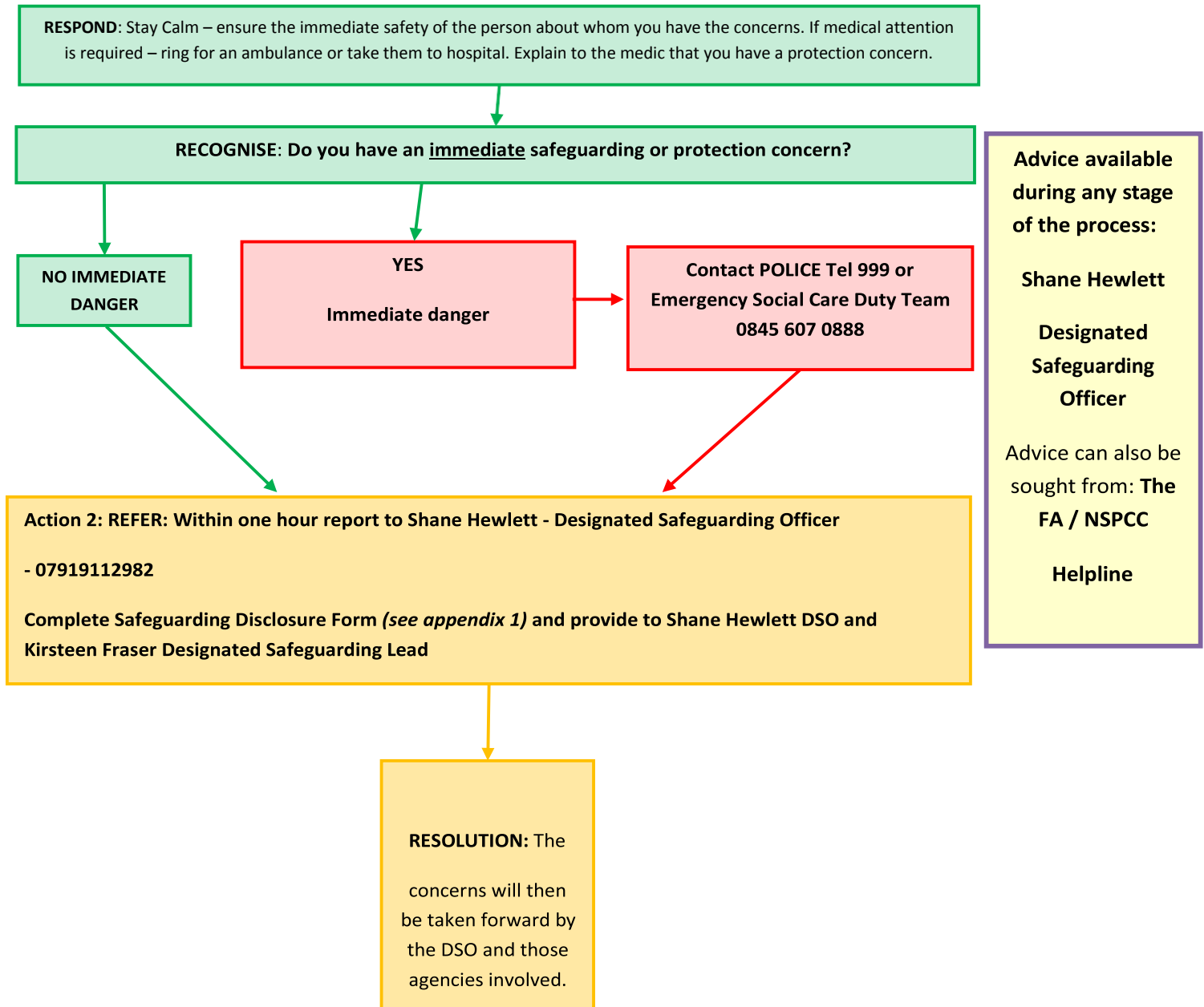
NSPCC Helpline - 0808 800 5000

1. Shane Hewlett Designated Safeguarding Officer will **REFER** the matter as soon as possible (but within one working day) to the relevant statutory agencies (Police, Social Care, LADO) depending on the concern.
2. Make a full written **RECORD** of what was said, seen and heard as soon as you can using the concern/disclosure/incident for (*see appendix 1*) and provide to the Shane Hewlett, Designated Safeguarding Officer, as soon as practicable - ideally within the hour where possible (must be within 24 hours). Shane Hewlett, Designated Safeguarding Officer, will follow up using the below procedures.





## 7. Handling of Disclosure - Flow Chart



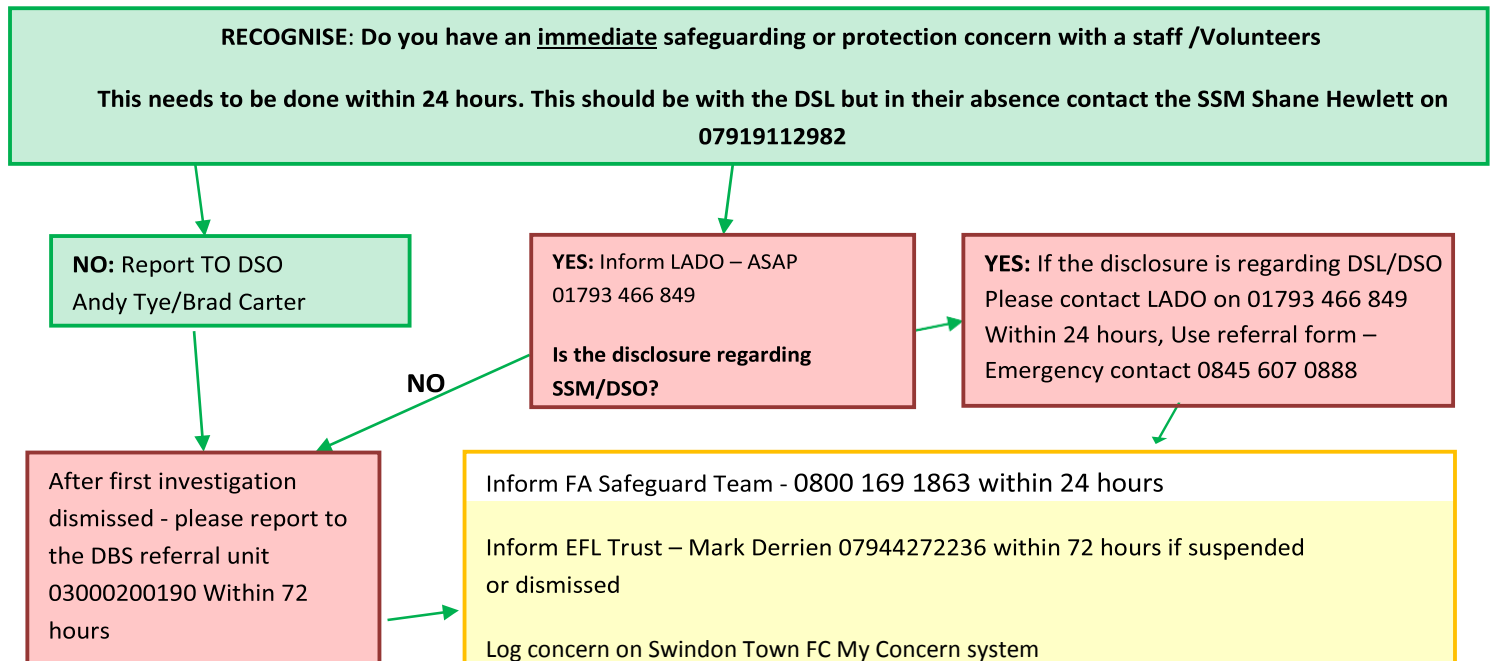




## 8. Alleged Abuse by Staff, Managers, Volunteers or Trustees

- If a concern/disclosure involves reference to alleged abuse or inappropriate behaviour by an adult working within the Foundation, the Designated safeguarding lead should be contacted as soon as possible. This is Kirsteen Fraser. **07780660410** in her absence Shane Hewlett DSO **07919112982**
- A record should be made by the member of staff in receipt of the concern / disclosure. This should be passed to the SSM. Copies should not be retained by you.
- If the concern / disclosure involves the SSM, this must be reported directly to the LADO. This needs to be done as soon as possible (within 24hrs).
- The member of staff who is in receipt of a concern or disclosure must not discuss this with the adult involved.
- The DSO will contact the Local Authority Designated Officer in the first instance on 01793 466848
- If a member of staff / Volunteer or Trustee is suspended or dismissed from their role then the EFL (Clare Taylor) and The FA safeguarding team should be informed by telephone within 72 Hours. The Foundation has a legal duty to make a referral to the DBS after a first investigation/suspension or is dismissed from working with the organisation.
- The DSO will report any allegations about staff working in the Foundation to the FA Safeguarding Team **within 24 hours of the allegation being reported** (see appendix 7 of Working Together to Safeguard Football – referral form).
- Records of allegations involving staff are stored confidentially and securely.

### Alleged Abuse by Staff Members Flow Chart





## 9. Record keeping

### **See also Swindon Town FC Community Foundation Data Protection Policy – Privacy Policy 2020**

Original records of concerns /disclosures made by a member of staff are handed directly to the DSO or deputy DSO.

These are recorded securely and confidentially by the Foundation on the Swindon Town FC My Concern system and there is restricted access to these records.

Where appropriate, access may be given to the Designated Safeguarding Lead at the school or college where the Foundation is working if applicable.

Records of concerns/disclosures will be retained whilst the child or vulnerable adult remains on the registers with Swindon Town FC Community Foundation for the purposes of participation in football/sport. These records will be destroyed once the child/vulnerable adult is no longer on roll.

Where a concern or disclosure has resulted in a referral to social care by the Foundation this will have been sent to the appropriate MASH team, who will store a copy on their system.

Personal information held relating to contact details are stored securely. It is the parents/carers responsibility to inform the Foundation if contact details are updated.

## 10. Information Sharing

Sharing information is an intrinsic aspect of working with children and young people. The decisions about how much information to share, with whom and when, can have a profound impact on individuals' lives.

It could ensure that an individual receives the right services at the right time and prevent a need from becoming more acute and difficult to meet. At the other end of the spectrum it could be the difference between life and death. Poor or non-existent information sharing is a factor repeatedly flagged up as an issue in Serious Case Reviews carried out following the death of, or serious injury to, a child.

Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect.

Staff should understand the circumstances in which they may lawfully share information, and that it is in the public interest to prioritize the safety and welfare of children.

They must be alert to signs of abuse and neglect and taking action.





Abuse (emotional, physical and sexual) and neglect can present in many different forms. Indicators of abuse and neglect may be difficult to spot. Children may disclose abuse, in which case the decision to share information is clear. In other cases, for example, neglect, the indicators may be more subtle and appear over time. In these cases, decisions about what information to share, and when, will be more difficult to judge (See appendix 2 – definitions of abuse).

If there are concerns about a child's welfare, or if it is believed that a child is at risk of harm, the information should be shared with the Foundation's Designated Safeguarding Officer, who in turn will consider whether to inform the local authority MASH team, NSPCC and/or the police, in line with local procedures. Parents and carers will be informed about the concerns unless to do so would increase the risk to the child or young person. In this instance advice will be sought from the local authority MASH team.

Security of information sharing must always be considered and should be proportionate to the sensitivity of the information and the circumstances. If it is thought that a crime has been committed and/or a child is at immediate risk, the police should be notified without delay.

Vulnerable adults have a general right to independence, choice and self-determination including control over information about themselves. In the context of adult safeguarding these rights can be overridden in certain circumstances:-

Emergency or life-threatening situations may warrant the sharing of relevant information with the relevant emergency services without consent.

The law does not prevent the sharing of sensitive, personal information within organisations. If the information is confidential, but there is a safeguarding concern, sharing it may be justified.

The law does not prevent the sharing of sensitive, personal information between organisations, where the public interest served outweighs the public interest served by protecting confidentiality – for example, where a serious crime may be prevented.

It is good practice to try to gain the person's consent to share information. As long as it does not increase risk, practitioners should inform the person if they need to share their information without consent.

Foundation staff are reminded of the Swindon Town FC Community Foundation Whistle-Blowing Policy if an individual does not believe that information is not being responded to.





## 11. Whistle-Blowing

*See also Swindon Town FC Community Foundation Whistle-Blowing policy December 2020*

This Foundation supports the FA's Whistle-Blowing Policy and has a separate Whistle-Blowing Policy which outlines a graduated response to report concerns about the practice or behaviour of an adult working within the Foundation. Ultimately, any adult or young person with concerns about an adult in a position of trust in the organisation can Whistle-Blow by emailing [safeguarding@thefa.com](mailto:safeguarding@thefa.com) or contacting the NSPCC Whistle- Blowing helpline 0800 028 0285.

*(See Section 7, Swindon Town FC Community Foundation safeguarding disclosure flowchart.)*

### 11.1 Allegation against DSO or DSL

*(List of internal and external contacts shown in Whistle-Blowing Policy 2018)*

The Investigation Process will be undertaken by the DSO, who may be supported by an appropriate member of Swindon Town FC Community Foundation Senior Management Team. However, should your allegation concern the DSL, DSO or Head of Foundation or have not received a satisfactory response or conclusion to your concern you can approach the following people *(See section 7, Whistle-Blowing Policy)*

### 11.2 Complaints and Appeals

*(See the Swindon Town FC Community Foundation Complaints Policy)*





## 12. Swindon Town FC Community Foundation Staff Code of Conduct for all Staff and Volunteers

1. Staff have a responsibility to ensure that the below qualifications are in date and valid (Coaches will not be permitted to work if any of these are not valid):
  - First Aid
  - DBS
  - Coaching License
  - Completion of Safeguarding Workshop
2. All staff must be punctual for work and sessions (15 minutes arrive before sessions start)
3. Preparation and completion of Coaching sessions. We require coaches to:
  - Complete register for session and sign and return to administration on a fortnightly basis
  - Ensure any photos taken have parental consent (details on register)
  - Inform School, Administration if participants have arrived and are not on your register (participants are not permitted to attend if they are not on your register)
  - Ensure that you follow the school protocol of de-registering children at individual sessions
  - Never leave a child unattended (Please contact school or staff numbers below)
  - Complete session risk assessment and return at end of course.
  - Ensure that you have adequate first aid provision and forms.
  - Count in and account for all equipment used before during and after the session.
  - Ensure that, in line with FA Guidelines, all players are required to wear shin pads for sessions.
4. Mobile phones should not be used in sessions except for an emergency.
5. Sickness If you are unable to attend work/ Session then please ensure that you inform the Foundation as soon as possible making contact with the one of the following people (it is not acceptable to text or email a full-time member of staff):
  - Shane Hewlett - 07919112982 – Designated Safeguarding Officer
  - Swindon Town FC Community Foundation 017903 421303 – Swindon Town Foundation, Full-time Staff
  - Jon Holloway 07966305320 – Swindon Town FC Community Foundation, Head of Foundation
  - Kirsteen Fraser 07780660410 – Designated Safeguarding lead
6. Uniformed Coaches are required to wear the appropriate uniform at all times (not for private sessions not associated with Swindon Town FC Community Foundation).







7. Any derogatory remarks regarding Swindon Town FC Community Foundation or Swindon Town Football Club or any members of staff/colleagues associated with either organisation posted on Social media will result in disciplinary action
8. Under our safeguarding policy staff are reminded that they do not engage with Participants / Volunteers under the age of 18, this includes
  - Text Group chats
  - Messaging Apps (Whatsapp, Line, etc.)
  - Social media (Facebook, Twitter, Instagram, Snapchat, etc.)

### 12.1 Parents and Players Code of Conduct

**Players and Parents must receive clear guidance on their responsibility to adhere to the code of conduct. This should be shared with them on their introduction to the Swindon Town FC Community Foundation activities and on an annual basis or if an incident occurs.**

- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators.
- Adhere to the laws and spirit of the game.
- Promote Fair Play and high standards of behaviour.
- Always respect the match official's decision.
- Never enter the field of play without the referee's permission.
- Never engage in public criticism of the match officials.
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.

When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything, including winning.
- Explain exactly what I expect of players and what they can expect from me.
- Ensure all parents/carers of all players under the age of 18 understand these expectations.
- Never engage in or tolerate any form of bullying.
- Develop mutual trust and respect with every player to build their self-esteem.
- Encourage each player to accept responsibility for their own behaviour and performance.
- Ensure all activities I organise are appropriate for the player's ability level, age and maturity.
- Report any potential safeguarding concerns (*See Section 6 and 7, Procedures for responding to concerns/disclosures involving the welfare or safety of a child, young person and Flow Chart*).
- Do not engage in 'Banter' of any nature, with any players/participants who are volunteering/ working within our Swindon Town FC Community Foundation programme under the age of 19.





### 12.2 Grievance Procedure

Swindon Town FC Community Foundation are committed to the wellbeing of its staff. In the unfortunate event of an issue we have procedures in place for staff to follow (*See Swindon Town FC Community Foundation Complaints policy 2018*).

### 12.3 Issues with Another Member of Staff

If you have issue with a member of Swindon Town FC Community Foundation staff, then please contact Shane Hewlett (Senior Football Development Officer & Safeguard Lead) or Jon Holloway (Head of Foundation).

### 12.4 Issue with Management Staff

If your issue is with management staff at Swindon Town FC Community Foundation then please contact Kirsteen Fraser (Chairman of the Foundation).

### 12.5 Accountability

I understand that if I do not follow the code, any/all of the actions below may be taken by Swindon Town FC Community Foundation, County FA or The FA:

- Required to meet with the Foundation Manager or County Welfare Officer.
- Monitored by the Assistant Head of Foundation.
- Required to attend a FA education course.
- Suspended by the Swindon Town FC Community Foundation from attending sessions.
- Required to leave or be dismissed by Swindon Town FC Community Foundation, in addition my FA Licensed Coaches Club membership may be withdrawn.





### 13. Transporting Children, Young People, and Vulnerable Adults

Staff need to ensure they are fully insured, and their vehicles are roadworthy to carry out the work of Swindon Town FC Community Foundation. Staff should park in allocated bays at all satellite centres and adhere to the speed limits and safety rules of respective sites. Staff should not be in a 1 to 1 situation with the transporting of young people and vulnerable adults.

#### 13.1 Swindon Town FC Community Foundation Transport Code of Conduct

All students should be made aware by the adult accompanying the group that whilst travelling on all forms of Swindon Town FC Community Foundation transport:

- The driver is never to be disturbed whilst driving.
- Passengers must remain seated and avoid unnecessary movement around the bus.
- If fitted, all passengers must wear a seat belt.
- Whilst travelling, if any participant does not comply with these regulations their parents will be contacted and alternative arrangements will need to be sought.
- All passengers are responsible for their own safety and the safety and storage of their own equipment and luggage.
- Passengers must not drop litter.
- It is the right of the driver to refuse travel to any passenger under the following circumstances:
  - i. Verbal or physical abuse towards the driver or another passenger
  - ii. Any behaviour deemed to make driving conditions unsafe
  - iii. The bus is at its legally safe capacity for passengers





## 14. Visits and Trips

*See also Swindon Town FC Community Foundation 'Trips, Residential and Tours' policy.*

Those leading a trip must follow the procedures set out by the Swindon Town FC Community Foundation and contained in the DfE Good Practice Guide 1998 and the Swindon LEA policy on Educational Trips.

Care must be taken to:

- Ensure that any trip in Swindon Town FC Community Foundation time is justified on educational grounds.
- Ensure that a balance is maintained between time spent on trips and not missing vital curriculum.
- Avoid undue pressure being applied to participants to participate.
- Avoid disruption to the School timetable by making sure that as far as possible residential trips take place during school holidays to avoid a loss of educational time.
- Avoid where possible Swindon Town FC Community Foundation trips for any year groups in their examination periods.
- Avoid trips where time spent travelling is disproportionate to the potential benefits gained.
- Avoid trips where the cost of participating is socially divisive.

### 14.1 Risk Assessments

A Risk Assessment must be completed for all trips. The risk assessment should be handed to the Swindon Town FC Community Foundation Manager. All risk assessments are stored as a computer file or provided by the Foundation Manager upon request.

### 14.2 Lost Children or Vulnerable Adults

In the situation where a child or vulnerable adult is unable to be accounted for, the staff member in charge will:

- Contact the parent/carer/responsible adult to establish if they are aware of the child's whereabouts.
- Contact the police if the child or vulnerable adult's whereabouts cannot be established.
- Alert the DSO as soon as possible.





## 15. Children not Collected

Where children and young people sign up to attend activities with the Foundation, contact details are requested from the parent / carer. This includes an emergency contact. If a child is not collected at the end of a session, the Foundation will use the contact details provided by the parent/carer to endeavor to make contact. If no contact can be made, an adult from the organisation will supervise the child. The DSO will be alerted, who in turn will contact the MASH team (*See section 5 for contact details*).

## 16. Anti-Bullying

**Also see Swindon Town FC Community Foundation Anti Bullying Policy**

This Foundation is committed to providing a caring, friendly and safe environment for all of our members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our Club and Community Foundation. If bullying does occur, all club members or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* Club. This means that anyone who knows that bullying is happening is expected to tell the Swindon Town FC Community Foundation Safeguarding lead or Lead Safeguarding Trustee Lead.

### 16.1 What is Bullying?

- Bullying is the use of aggression with the intention of hurting another person.
- Bullying results in pain and distress to the victim.
- Bullying can be Emotional being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting (e.g. hiding football boots/shin guards, threatening gestures).
- Physical pushing, kicking, hitting, punching or any use of violence.
- Racist racial taunts, graffiti, or gestures.
- Sexual unwanted physical contact or sexually abusive comments.
- Homophobic because of or focussing on the issue of sexuality.
- Verbal name-calling, sarcasm, spreading rumours, teasing.
- When one child bullies another this can be referred to as Child on child abuse.
- It can take place in the real word or online.







## 16.2 Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving. The Club and Community Foundation have a responsibility to respond promptly and effectively to issues of bullying.

- All club members, coaches, officials and parents/carers should have an understanding of what bullying is.
- All club members, officials and coaching staff should know what the club policy is on bullying and follow it when bullying is reported.
- All players and parents/carers should know what the club policy is on bullying, and what they should do if bullying arises.
- As a club we take bullying seriously. Players and parents/carers should be assured that they would be supported when bullying is reported.
- Bullying will not be tolerated.
- All club members, coaches, officials and parents/carers should have an appreciation of the signs and indicators of bullying.

## 16.3 The Football Association Anti-Bullying Policy for Football Clubs Recommended Guidelines

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and they should investigate if a child:

- Says he or she is being bullied
- Is unwilling to go to club sessions
- Becomes withdrawn, anxious, or lacking in confidence
- Feels ill before training sessions
- Comes home with clothes torn or training equipment damaged
- Has possessions go missing
- Asks for money or starts stealing money (to pay the bully)
- Has unexplained cuts or bruises
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above.





Or in more extreme cases, if a child:

- Starts stammering
- Cries themselves to sleep at night or has nightmares
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Attempts or threatens suicide or runs away.

These signs and behaviors may indicate other problems, but bullying should be considered a possibility and should be investigated.

#### 16.4 Procedures for Responding to Incidents of Bullying

- Incidents of bullying should be reported to the Designated safeguarding Officer, Shane Hewlett or DSL Kirsteen Fraser or contact the County Football Association Child Protection Officer (CFA CPO) and logged on the Swindon Town FC My Concern system.
- With parents remind of players' code of conduct.
- Parents/carers should be informed and will be asked to come in for a meeting to discuss the situation and mediate with those concerned.
- If necessary and appropriate, Police will be consulted.
- The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
- An attempt will be made to help the bully (bullies) change their behaviour.
- If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution.





## 17. Safer Recruitment

See Swindon Town FC Community Foundation Safe Recruitment Policy

The Foundation endorses and adopts the FA's Responsible Recruitment guidelines for recruiting staff, including volunteers and works in accordance with the procedures laid out in part 2 of Working Together To Safeguard Football (the FA Sept 17).

Sound recruitment and selection procedures will support the Foundation to screen out those who are not suitable to work for the organisation.

### Step 1 - Planning and advertising

- The key responsibilities for the role are agreed, together with the skills and experience which the perspective employee / volunteer will need to have to fulfil the role.
- All job/role descriptions include reference to individual safeguarding responsibilities.
- All adverts for roles within the Foundation include a safeguarding statement.

### Step 2 – Application Process

- Perspective candidates are required to complete an application form.
- Completed applications are scrutinised by a panel. A check is made to ensure that the application form has been completed in full (including sections on criminal records and self-disclosures), ensuring any gaps in employment are accounted for.
- At least one member of the panel has completed additional training about safer recruitment.

### Step 3 – References

- Two references are sought from short-listed candidates.
- These should not be from relatives of the candidate.
- One reference is requested from the candidate's place of work, if applicable and if possible, one that demonstrates their involvement with sport involving children and young people.

### Step 4 – Interviewing

- Interviews take place face to face.
- At least one safeguarding question is asked.
- Short-listed candidates who attend an interview are required to provide proof of identification.





Step 5 – Checks completed once an appointment has been made

- The successful candidate will be offered the job/role **subject to DBS checks being satisfactory**. This is made clear in the letter sent to the successful candidate.
- An enhanced DBS check is completed for all new staff / volunteers. Should a DBS check reveal information about previous convictions, this information will be considered by the Foundation and decisions will be made in accordance with legislation and in the best interests of children and young people. Unless they've been barred from working with children or vulnerable adults, ex-offenders shouldn't necessarily be excluded from working within the Foundation.
- The following questions will be considered:

*What's the nature of the role?*

*Is the offence relevant to the role?*

*What's the nature of the offence, and how serious is it?*

*How old was the applicant at the time they offended? How long has it been since the offence occurred?*

*Was the offence revealed at the application stage?*

- For adults who will be working in regulated activity (unsupervised) a check against the barred list for both children and vulnerable adults will also be completed. It is an offence to for someone who has been barred from working with children/vulnerable adults to work in regulated activity with children/vulnerable adults.

The Foundation aims to prevent people with a history of relevant and significant offending from having contact with children, young people and vulnerable adults.

Information about recruitment, including disclosure numbers and identity checks is held centrally by the Foundation on a central record.





## Step 6 – Induction of new staff /volunteers

Following the appointment of a new member of staff or a volunteer, safeguarding and child protection induction is provided. This includes provision of:

- Safeguarding and child protection training, which includes the procedures to follow if concerned about a child, young person or vulnerable adult.
- The Foundation's Safeguarding and child protection policy and procedures and related documents.
- Information about key safeguarding personnel within the Foundation and contact details. Staff and volunteers are asked to sign to acknowledge that this induction has been completed

## 18. Training

This Foundation is committed to ensuring staff and volunteers know and understand:

- the signs and symptoms of abuse.
- their responsibility for referring concerns to the Designated Safeguarding Officer / Deputy DSO.
- the procedures for reporting safeguarding /child protection concerns about adults working with children, young people or vulnerable adults (allegations).

Safeguarding and child protection training is provided on a regular basis to all staff, at least annually, to enable them to carry out these requirements.

The statutory requirement for DSO and deputy DSO is to renew training every 2 years. We work in line with this requirement.

Our deputy DSO has completed advanced training to the same level as the DSL, in line with the requirements of our Local Safeguarding Children Board. [www.swindonlscb.org.uk](http://www.swindonlscb.org.uk)

All staff, volunteers, regular visitors and external staff are required to read the Foundation's Safeguarding and Child Protection policy and sign to confirm they have completed this.







## 18.1 Recruitment of Ex-Offenders (*See Recruitment Policy*)

Swindon Town FC Community Foundation is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process.

We request that this information is sent under separate, confidential cover, to a designated person within Swindon Town FC Community Foundation and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process. Unless the nature of the position allows Swindon Town FC Community Foundation to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Swindon Town FC Community Foundation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request. We agree to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment





## 19. Quality Assurance of external staff

Where staff from external organisations are working with our organisation, we ensure that a letter of assurance / service level agreement is received which confirms that the relevant checks are in place, including a barred list check if the individual is working in regulated activity. An enhanced DBS certificate, which includes barred list information, is required for any staff who will be engaging in regulated activity (working unsupervised with children). This is required for any staff employed since 2002. Identity checks are also completed.

Any external agency staff are required to read the Foundation's safeguarding and related policies before commencing work and will be asked to sign to confirm this is complete.

External agencies / Hiring facilities

Currently Swindon Town FC Community Foundation do not hire Community Foundation equipment or facilities to external organisations or sub-contractors.

## 20. Further Reading

**This policy and set of procedures works in line with the following, which should be read in conjunction:**

### Guidance from the Football Association

1. 'Working Together To Safeguard Football – Policy and Procedures' published by the FA (2018)  
***The Foundation's policy should be read in conjunction with this document***
2. The FA's Whistle-Blowing Policy

### Statutory guidance for agencies working with children and young people

1. Keeping children Safe in Education 2020
2. What to do if you're worried a child is being abused' DfE (March 2015)

### Legislation

1. Children Act 1989 and 2004
2. Safeguarding Vulnerable Groups Act, 2006

### Linked Swindon Town FC Community Foundation policies

1. Staff and volunteer code of conduct
2. Trips and residentials
3. Complaints policy
4. Safe Recruitment Policy
5. Anti Bullying Policy
6. Whistle-Blowing Policy







## Appendix 2

### Definitions of Abuse (Keeping Children Safe in Education 2020)

All staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

**Physical abuse:** 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.

**Emotional abuse:** The persistent emotional maltreatment of a child such as to cause severe and 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 from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), 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:** 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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education.





**Neglect:** 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, for example, 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.

Specific safeguarding issues

All staff should have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education and sexting (also known as youth produced sexual imagery) put children in danger.

All staff should be aware that safeguarding issues can manifest themselves via Child on child abuse. This is most likely to include, but may not be limited to:

- bullying (including cyberbullying)
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence and sexual harassment
- sexting (also known as youth produced sexual imagery)
- initiation/hazing type violence and rituals

**Child on child Abuse:** All staff should be clear as to the Foundations policy and procedures with regards to Child on child abuse. Safeguarding incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between children outside the school or college.

All staff, but especially the designated safeguarding lead (and deputies) should be considering the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare. Children's social care assessments should consider such factors, so it is important that schools and colleges provide as much information as possible as part of the referral process. This will allow any assessment to consider all the available evidence and the full context of any abuse.







## Swindon Town FC **Community Foundation** Football in the Community

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Swindon Town FC  
**Community Foundation**

[www.stfcfoundation.com](http://www.stfcfoundation.com)

### 21. Equality, Diversity and Inclusion Policy

Football is for everyone, it belongs to, and should be enjoyed by anyone who wants to participate in it, whether as a player, official, staff member, volunteer or spectator. Swindon Town FC Community Foundation recognises that providing equality of opportunity, valuing diversity and promoting a culture of inclusion are vital to our success.

We want our staff, coaches, volunteers and participants to reflect the diversity of the communities that we serve and influence. We aim to be a place where people can be free to be themselves no matter what their identity or background. We will ensure that equality is embedded in all of our activities, policies and decisions.

To report incidents and allegations of discriminatory actions or behaviour, our equality, diversity and inclusion policy is available at [www.stfcfoundation.com](http://www.stfcfoundation.com)



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