

BURTON ALBION FC

Safeguarding Children Policy

Introduction

- 1.1 **Burton Albion FC and Burton Albion Community Trust (Burton Albion) acknowledges and accepts it has a statutory obligation and responsibility for the wellbeing and safety of all children and young people who are under their care or utilising the facilities. Everyone working at Burton Albion has a “duty of care” to safeguard the welfare of children and young people by creating an environment that protects them from harm.**
- 1.2 **The wellbeing of children is paramount, and all staff must make themselves aware of the Burton Albion’s Safeguarding Children Policy. The following guidelines will be supplemented by in-service training and additional guidance accordingly.**

Definitions

- 1.3 **A “Child” (collectively referred to as “Children”) is defined as anyone under the age of 18.**
- 1.4 **An “Activity” means any activity or series of activities arranged for a Child or Children by or in the name of a Club. These are deemed to be regulated and therefore activate the required levels of Criminal Record Checks that are associated.**

Rules and Regulations

- 1.5 **In the management of its programmes, the discharge of its functions, and in implementing this policy and procedure, Burton Albion will remain mindful of its’ duty of care and other legal obligations such as those set out in the Health and Safety at Work Act 1974, Data Protection Act 2018, Equality Act 2010 and Protection of Freedoms Act 2012.**
- 1.6 **In the case of children, Burton Albion is also mindful of its responsibilities under the following legislation and guidance;**

- **The Children Act (1989) and Children Act (2004)**
 - **Working Together to Safeguard Children (2023)**
 - **Keeping Children Safe in Education (2024)**
 - **Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (2024)**
 - **Protection of Freedoms Act (2012)**
 - **Data Protection Act (2018)**
 - **The Prevent Duty Guidance for England and Wales (2023)**
 - **Sexual Offences Act (2003) and Serious Crime Act (2015)**
 - **FA Safeguarding Children Rules, Premier League and English Football League Rules and guidance. Burton Albion is fully committed to ensuring that the best practice recommended by these bodies is employed throughout Burton Albion.**
- 1.7 **Burton Albion recognises the definition and follows the guidance relating to “Position of Trust” as defined in the Sexual Offences Act 2003.**

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- 1.8 Burton Albion also recognises its responsibility to work with other agencies, including Partnership Trusts to protect vulnerable young people from harm and to respond to safeguarding concerns.
- 1.9 In the event that a force majeure (such as a pandemic) results in a national or local area lockdown, Burton Albion will amend this policy to include specific measures necessary at that time to ensure the wellbeing and safety of all children and young people who are under Burton Albion's care.

Review

- 1.10 This policy will be reviewed annually or if there is a statutory legislative or organisational change, or following a safeguarding incident, concern or allegation whereby the policy is found to be in need of revision to ensure the aims and key principles are met. All policy documents and reviews will be submitted to the Board for approval.

Aims and Key Principles

- 1.11 The aims of Burton Albion's Safeguarding Children Policy are:
- To safeguard all children and young people who interact with Burton Albion;
 - To demonstrate best practice in the area of safeguarding children;
 - To positively reflect and promote Burton Albion values in regard to safeguarding children;
 - To develop a positive and pro-active welfare programme to enable all children and young people to participate in an enjoyable and safe environment;
 - To encourage parents and other members of the child or young person's family to be involved in a relationship with Burton Albion;
 - To ensure that coaches, parents and other adults who come in to contact with children and young people provide good role models of behaviour;
 - To promote high ethical standards throughout Burton Albion.
- 1.12 The key principles underpinning this policy are:
- The child's welfare is, and must always be, the paramount consideration; when concerned about the welfare of a child, staff will always act in the best interests of the child;
 - All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity;
 - All allegations of abuse or poor practice will be taken seriously and responded to efficiently and proportionately;
 - Everyone who comes into contact with children and their families has a role to play in safeguarding children. Board Members, employees, staff, agency workers, contractors and volunteers have a responsibility and role to identify concerns, share information appropriately and take prompt action.

- 1.13 Designated Safeguarding Senior Manager

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The Designated Safeguarding Lead (DSL) has overall responsibility for the safeguarding of children at Burton Albion. The DSL will;

- Make the decision to refer to an appropriate statutory agency (Police or Social Care);
- Liaise with local Safeguarding Children's Partnerships;
- Report to the Board on recommendations for changes to the Safeguarding Policy and Procedures taking into account legislative changes;
- Undertake regular monitoring and risk assessments of activities involving children (or will designate this task to a trained activity lead, the Head of Safety & Stadium Operations, or an external assessor as appropriate);
- Ensure they undertake regular and appropriate training for the role.

The Designated Safeguarding Lead is Tony Brittan – 07821039356 tony.brittan@burtonalbionfc.co.uk

Anybody with a concern about a child or young person's welfare should contact the DSL direct, Any Of the Burton Albion Designated Safeguarding Officers or their line manager for advice in the first instance. Contact details can be found at the end of this policy.

1.14 All employees, contractors and volunteers are expected to;

- Be alert to signs of abuse and radicalisation and take responsibility for referring concerns to the Safeguarding Officer;
- Be prepared to listen to and take seriously the concerns of children;
- Abide by the codes of conduct for employees and volunteers;
- Promote the health, safety and welfare of children;
- Maintain records as necessary;
- Set a good example to children by their own behaviour.

Safer Recruitment

2.1. As part of Burton Albion's recruitment and selection process, offers of work for positions which involve working with children are subject to Safer Recruitment practices.

The purpose of this policy is to clearly define the recruitment and selection procedures that Burton Albion follows to ensure, as far as is reasonably practical, that it only recruits individuals that are deemed suitable to work with children and young people.

Aims and Objectives

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The aims of this policy are;

- To attract, select and retain the best candidate for any given vacancy on the basis of their abilities and suitability for the role;
- To ensure that all candidates are considered equally, consistently and fairly for the role;
- To ensure that no candidate is discriminated against on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or beliefs, sex or sexual orientation (protected characteristics);
- To ensure compliance with relevant legislation and guidance in place at any such time, including statutory guidance published by the Department for Education, Keeping Children Safe in Education (KCSIE), Prevent Duty Guidance for England and Wales, guidance published by the Disclosure and Barring Service, and Burton Albion's Safeguarding Children and Young People Policy;
- To ensure that Burton Albion meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Roles and Responsibilities

It is the responsibility of the Head of Human Resources to ensure that Burton Albion has effective policies and procedures in place for the recruitment of all staff.

It is the responsibility of the HR Department, Senior Safeguarding Lead, Safeguarding Officer and recruiting managers to;

- Ensure that safer recruitment procedures are adhered to;
- Ensure all appropriate and necessary checks are carried out on successful candidates;
- Monitor contractors and agencies compliance with this policy;
- Promote the welfare of children and young people at every stage of the procedures.

All employees involved in the recruitment and selection of staff are responsible for familiarising themselves with, and complying with, the provisions of this policy.

Definition of Regulated Activity and Frequency

Any position undertaken at, or on behalf of Burton Albion will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30-day period; and
- provides the opportunity for contact with children.

Roles which are carried out on an unpaid/voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

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Burton Albion is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". Burton Albion is required to carry out an enhanced Disclosure and Barring Service (DBS) check for all staff who will be engaging in regulated activity. However, Burton Albion can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.

Whether a position amounts to "regulated activity" will be considered by Burton Albion to decide which checks are appropriate. It is however likely that in nearly all cases for posts in the Academy, Burton Albion will be able to carry out an Enhanced DBS check and a Children's Barred list check.

Disclosure and Barring Service Criminal Record (DBS) Checks

DBS checks will be carried out for all relevant postholders. New staff will not be allowed unsupervised access to children and young people until a satisfactory DBS check has been received by Burton Albion. Burton Albion Safeguarding Lead and head of HR is responsible for ensuring all checks are carried out in the required timescales. Burton Albion processes DBS checks via the FA Online, First Advantage Online Disclosures (Know Your People) for posts governed by FA Regulations. All other posts outside this scope will have DBS checks processed by Burton Albion directly with Secure Screening Services.

Should a check highlight a criminal record on the individual that would deem them unsuitable to work with children and young people, the following will apply;

- For checks completed, the Safeguarding Officer will confidentially liaise directly with the applicant. In the event that a DBS check highlights a criminal record on the individual that would not deem them necessarily unsuitable to work with children and young people, this will be referred to the Head of Human Resources for a risk assessment and final decision, and any subsequent job offer will be subject to consideration of:
 - the Rehabilitation of Offenders Act 1974;
 - the nature, seriousness and relevance of the offence;
 - the time passed since the offence occurred and the age of the individual when the offence occurred;
 - whether it is an isolated offence or numerous offences;
 - decriminalisation

The FA will also request and review the conviction through contact of the individual directly.

- In the event that the applicant disputes any information contained in the disclosure and has contacted the DBS about the dispute, Burton Albion may defer the decision regarding the appointment until the applicant has had reasonable opportunity to have the dispute considered by the DBS, but this deferral is at the absolute discretion of Burton Albion.



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- **Burton Albion will accept portability of DBS certificates if individuals have joined the DBS Update Service, but only for posts not governed by the FA Regulations. Posts governed by the FA Regulations will require a new FA DBS certificate.**
- **It is compulsory that postholders agree to a ‘re-check’ of DBS status at a time specified by the FA and the relevant league in place at such time. Such timeframe may change from time to time.**
- **It is compulsory that postholders also agree to inform Burton Albion of any cautions or convictions that they have received mid cycle. It is also compulsory that postholders confirm there are no changes to the DBS status prior to the start of each season on the Form YD2.**

Recruitment and Selection Procedure

Planning and Advertising

Before a position can be advertised, the post must have an Authority to Recruit Form duly authorised, and a Job Description/Person Specification which defines the duties, skills, qualifications and experience of the role. It will also clearly state whether a Disclosure and Barring Service (DBS) Criminal Record Check will be required.

All posts will be advertised through I recruit and managed by the HR Department. Depending on the post, this may be limited to internal advertising only. Whether the post is advertised internally and/or externally, the advert will always make clear Burton Albion s commitment to safeguarding and welfare of children and young people.

Application Process

Candidates will apply via completion of Burton Albion s Application Form as a minimum requirement (CVs will be accepted as additional supporting information to the Application Form but will not be relied upon for decision making).

The Application Form includes the applicant’s declaration regarding convictions, working with children, and the provisions of the Rehabilitation of Offenders Act 1974. Applicants that fail to complete the declaration will not be shortlisted.

Shortlisting and Interview Stages

The recruiting manager will shortlist the candidates by reviewing the Application Form (and any supporting documentation) against the Job Description/Person Specification.

Candidates attending at interview stage will be required to provide evidence of their identity, address and qualifications.

The interview stages are;

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- Pre-screening telephone interviews – pre-screening telephone interviews may be carried out before face-to-face interviews taking place to support effective shortlisting, but are not mandatory;
- Stage 1 interview – the first interview will be a face-to-face interview wherever possible, and where not possible will be conducted via video call. A minimum of two members of staff will conduct the interview; one of which will be the recruiting manager. The other will be either a member of the HR department or another manager, whereby at least one interviewer will have completed Safer Recruitment Training. The interview will assess the candidate's competency for the role based on experience, relevant technical qualifications and skills. Specific competency questions regarding Safeguarding will also be asked to assess the candidates understanding and competency of Safeguarding;
- Stage 2 interview – Candidates that are successful at 'Stage 1 interview' will be invited to attend a face-to-face Stage 2 interview. The Stage 2 interview may also include a micro coach, presentation or practical assessment dependent on the role.

References

All offers of employment will be subject to the receipt of two satisfactory references and will be sought prior to confirmation of the post. At least one reference will be from the most recent employer. If the most recent employer did not involve work with children, but other previous employment did, then references from that employer will also be sought.

Social Media checks

Social Media checks on the individual will be carried out prior to confirmation of the post. Social Media checks are reasonable, proportionate and lawful measures when undertaken within a transparent safer recruitment process about which applicants are fully informed. Checks will be undertaken on "public" platforms (whereby no password is required for access).

Offers of Employment

Offers of employment are conditional upon the following;

- Proof of relevant qualifications
- Proof of right to work in the UK
- Supervised Probationary Period
- Satisfactory written references
- Satisfactory DBS check (where applicable)

On appointment the successful applicants' personal details, including DBS check basic information (date of check and certificate number) will be held on both Burton Albion's HR Breathe system.

Probationary Period

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During the Probationary Period, all employees will be required to complete an Induction programme which includes Safeguarding training to the level appropriate for the post. The HR Department and Safeguarding Officer are responsible for monitoring completion of relevant training.

3. Process for Disclosure and Barring Service (DBS) Checks

3.1. New Appointments

All staff who are offered a position which involves working with children will be required to complete a Self-Declaration Form and also undertake an Enhanced DBS check with a barred list check where appropriate. All offers of work are subject to the outcome of the screening process and where applicable, this is set out in the initial job advertisement and the applicant's offer of work. Until such time as a satisfactory DBS check has been received, the member of staff will not be permitted to work with children.

Should a positive DBS check be received, a risk assessment will be carried out by the Safeguarding Senior Lead, or relevant Head of Department, with the Head of Human Resources and, where applicable the Safeguarding Officer, to assess the information contained within the DBS. The member of staff may also be asked to attend an interview prior to a recruitment decision being made. The Rehabilitation of Offenders Act and Protection of Freedoms Act should be considered in all cases before a final decision is made.

3.2. New Appointments who already have an FA DBS Check

If a new member of staff has been subject to an FA DBS check by their previous employer, Burton Albion will still require a further check in accordance with EFL regulations. If a new member of staff has been subject to a non-FA DBS check by their previous employer, Burton Albion will still require a further check.

3.3. Temporary Staff and External Consultants

Burton Albion will ensure that all temporary staff and external consultants sign a Self-Declaration Form where appropriate and, in any case, will not have unsupervised access to children during their time with Burton Albion.

3.4. Equal Opportunities

Burton Albion is committed to providing equal opportunities for all staff, players and supporters. Burton Albion's policy on equal opportunities can be found in this Employee Handbook.

4. Training and Awareness for Employees, Third Parties and Contractors

4.1. The Safeguarding Policy is issued to club employees and casual workers who come into contact with children at induction and is also available to all employees on SharePoint. All new staff will also be provided with a copy of KCSIE 2023: Part One. The DSL head of Operations sends a specific Safeguarding & Safer Working Practice Induction with all new fixed-term, permanent starters and volunteers during which the key elements of Burton Albion's Safeguarding Children Policy are discussed in more detail and specifically to the individuals' role.

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- 4.2. All staff working in direct contact with children are required to complete the FA's 3-hour Safeguarding Children Awareness workshop and undertake a refresher course, as advised by the FA, at least once every 3 years. Details of training and qualifications are retained by the Human Resources Department. There is also a requirement to complete the EFL Safeguarding In Sport CPD course.**

Safeguarding Awareness courses are also offered by Burton Albion to develop knowledge which are department specific.

4.3. Work Experience

Burton Albion may from time to time offer work experience placements to young people. Whilst undertaking work for Burton Albion, those on work experience will not have unsupervised access to children.

For those undertaking work experience who are under the age of 18, more detailed guidelines can be found in the policy regarding the employment/engagement of workers under the age of 18.

4.4. Contractors

All external contractors engaged by Burton Albion undergo a suitability test prior to commencing work. This will include evidencing the contractor's Safety Record, Safety Policy, Liability Insurance, Risk Assessment/Method Statement and details of Competent Person.

On arrival at Burton Albion the contractor will receive a site induction from a member of the Facilities team which covers Safeguarding Children and give details of Burton Albion's expected code of behaviour. Contractors are subject to regular inspection from Club personnel. In the event of a Contractor carrying out work on an area that is usually occupied by children, this work where possible, will be undertaken when children are not present.

4.5. Service Level Agreements/Partnership Agreements

Burton Albion's commitment to Safeguarding is outlined in any partnership agreements, service level agreements or any other agreements that are in place with any service provider or for commissioned services insofar as those services relate to children.

4.6. Disclosure and Barring Service (DBS)

Burton Albion is registered with DBS to carry out Disclosure and Barring Service Checks on individuals who work for Burton Albion, including the Enhanced DBS checks, plus barred list check where appropriate, enable Burton Albion to undertake more thorough recruitment and selection procedures for positions which involve working with children.

5. Ratios and the Supervision of Children

- 5.1. Any activity undertaken by Burton Albion will always be given full consideration to the appropriate number of staff members available depending on the age of the children involved, the degree of risk the activity involves, and whether there are any additional disability needs. The lower the age of the participants, the greater the need for supervision.**

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5.2. Regardless of these ratios a minimum of 2 members of staff or delivery partner will always be available to supervise an activity. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity (e.g. in the event of a participant requiring the attention of an adult during the activity following an accident).

- **For children under 5 the recommended ratio should be no more than 1:6.**
- **For children under 8 the recommended ratio should be no more than 1:8.**
- **For children over 8 the recommended ratio should be no more than 1:10, but this varies depending on the activity. Advice should be sought from the Safeguarding Manager if unsure.**
- **For Academy activities, the Premier League's Youth Development Rules prescribe a ratio of 1 Coach to 8 Players (over 8s).**
- **For organised groups of children attending a match day at the Pirelli Stadium, the minimum ratio is 2 responsible adults to 20 children.**

Where Burton Albion is taking responsibility for the care of the children, parents/carers should not be included in supervision calculations.

These ratios are partially based on Ofsted's guidelines which are as follows:

Child's Age	Ratio of adults to children:
0-2	1:3
2-3	1:5
4-8	1:6
9-12	1:8
13-18	1:10

Lone Working Guidance

Working 1:1 with children should only occur in exceptional circumstances, and if it does, the staff member must seek and follow the specific guidance from the Safeguarding Officer.

Scouts

References are sought for all Scouts and, on registration with Burton Albion, Scouts identifying players under the age of 18 are issued with a copy of the Premier League's Premier Practice booklet on Player Recruitment, a Club Code of Conduct and Burton Albion's Safeguarding Children Policy.

Burton Albion only permits scouts from other clubs to attend its Academy Games Programme matches in accordance with the provisions of the Premier League Youth Development Rules.

6. Gifts and Favouritism

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Staff should take care that they do not accept any gift that might be construed as a bribe by others or lead the giver to expect preferential treatment. All staff are expected to adhere to Burton Albion's Anti-Corruption and Bribery policies which can be found in the Employee Handbook.

Burton Albion recognises that there are occasions when children or parents wish to pass small tokens of appreciation to staff, for example at Christmas or as a "thank you", and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value as this may be misinterpreted by others. Staff should report any gifts received to their line manager and they should be dealt with appropriately.

Similarly, it is not permitted for staff to give personal gifts to children. This could be misinterpreted as a gesture either to bribe, or to single out the child. It might also be perceived that a "favour" of some kind is expected in return.

Any reward given to a child must first be agreed with the staff member's line manager as part of a structured reward system in line with the departmental policy and not based on favouritism.

7. Use of Images

Burton Albion takes its guidance on the use of images from guidelines issued by the FA, Premier League and the Staffordshire Safeguarding Children Partnership (SSCP). All images are taken by Club officials who have been briefed by the member of staff (and where possible a Club Safeguarding Officer) responsible for the activity being photographed/filmed as follows:

- Before taking images of children, parental consent is sought in writing at the start of each football season or prior to the event. Parents/Legal Guardians are responsible for informing Burton Albion of any change of circumstances within the season which may affect consent;
- Parents/Legal Guardians will be informed of how the image will be used. Burton Albion will not allow an image to be used for something other than that for which it was initially agreed;
- All children featured in Club publications will be appropriately dressed;
- Where possible, the image will focus on the activity taking place and not a specific child;
- Where appropriate, images represent the broad range of people participating safely in the event;
- Designated Club photographers will, where applicable, undertake a DBS check and attend a Safeguarding Children workshop and in any case will be personally responsible for keeping up to date with the latest guidelines on the Use of Images policies issued by Burton Albion and by the Premier League from time to time;
- Children who are subject to family, care or legal proceedings, or who are under a court order will not have their images published in any Club document;
- No images of children featured in Club publications will be accompanied by personal details such as their school or home address;
- Recordings of children for the purposes of legitimate coaching aids are only filmed by Club officials and are stored safely and securely at Burton Albion's premises;
- Any instances of inappropriate images in football should be reported to Burton Albion's Head of Communications, and the Designated Safeguarding Lead immediately;

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- **Burton Albion does not put young player profiles with images and personal information on its website.**

8. Match day

1.15 Unaccompanied Children

In accordance with Burton Albion's ticketing terms & conditions, the minimum age that a child is permitted to attend a match at Burton Albion unaccompanied is 14 years old.

1.16 Mascots & Ball Retrieval Team

Burton Albion will only allow children to be match day mascots or ball retrieval persons once parental consent has been obtained. A signed image consent form is also required before any images are published in Burton Albion's match day programme.

No photographs of mascots or ball retrieval persons featured in Club publications will be accompanied by personal information about the child, such as their school, home address or local sports team.

Whilst at Pirelli Stadium, mascots and ball retrieval persons are accompanied at all times by 2 members of staff who have a valid DBS Check. Staff who are responsible for mascots and ball retrieval persons on a match day are also required to have a good level of understanding and awareness of safeguarding children.

9. Academy – Communication via Social Media

1.17 Burton Albion's Academy is committed to the welfare and safety of all children, both within the Academy and at Burton Albion as a whole. The Academy also realises the importance of communication and works closely with parents, carers, , schools and local authorities to ensure that the wellbeing of all children is paramount.

1.18 In the interests of ensuring professional boundaries are maintained employees must not become friends with, add to their social media network or otherwise communicate via personal devices with any potential, current, or former young people (under the age of 18) or parents unless a clear reason exists, for example, they are a relative or family friend. Entering into such a relationship may lead to abuse of an employee's position of trust and breach the standards of professional behaviour and conduct expected by Burton Albion.

10. Transport

2.1 Burton Albion has an Academy Operations Manager who is responsible for overseeing transport arrangements across the Academy, including registered Academy players and players attending Burton Albion on trial. The Academy Operations Manager attends weekly MDT meetings with the Safeguarding Officer in order to report on the Academy's transport programme and other relevant matters.

2.2 When children are being transported on behalf of the Burton Albion FC they shall, where possible, be accompanied by their team manager, a coach or a designated tour leader. A full copy of the Transport Policy is available on request.



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- 2.3 In some cases, where children need to be transported unaccompanied, this will be with an approved member of Club staff who has a satisfactory DBS check and has been issued with (and received training on) the Academy Transport Policy. In either case a child will only be transported under these circumstances with the specific prior consent of their parent or guardian. Although outside of the sphere of responsibility for local education authorities, Burton Albion also provides a duty of care for young persons when travelling on behalf of Burton Albion.

11. Medical

- 3.1 There will be occasions where medical treatment is necessary during training sessions and weekend fixtures and unfortunately, due to staffing numbers, Burton Albion is unable to guarantee that two members of staff are present during treatment sessions.
- 3.2 All members of the medical department have a valid DBS check and are required to attend the FA's Safeguarding Children awareness workshop and internal Safer Working Practice training. Burton Albion is fully committed to equal opportunities for all individuals and, as such, Burton Albion employs both male and female staff to work within the medical department.
- 3.3 Burton Albion is more than happy for parents and carers to attend pre booked medical treatments if required. If, due to the first team's schedule, this is not possible an alternative appointment may need to be arranged.
- 3.4 In the event that a safeguarding disclosure is made to a member of the Medical Department, the staff member will always report such disclosure to the Safeguarding Officer.

12. Youth Loans, Trials & Work Experience

- 4.1 If an Academy Player or young Professional under the age of 18 joins another club on trial, work experience, or a Football League Youth Loan, the Academy will seek written parental consent (additional to the standard consent sought at the start of every season) prior to the activity taking place. Consideration will also be given to the player's education programme, travel and accommodation arrangements. If the new club is not located within a reasonable travelling distance from the player's current address, Burton Albion Football Club will insist that, where possible, players are placed in host family accommodation during their time away from Burton Albion and not in hotel accommodation, and as good practice Burton Albion should designate a member of Academy Staff who will be nominated by the Safeguarding Officer, to check on the players on a regular (weekly) basis, not just for game situations but for their general welfare whilst on loan, trial or work experience.
- 4.2 For players under the age of 18 who are joining Burton Albion on trial, parental consent will be sought prior to the trial taking place, along with suitable checks e.g. medical forms. Transportation too and from the railway Station will be arranged during the trial period via the Academy and agreed with parents/guardians.

13. U18, U21 & First Team Progression

- 4.3 As players progress through the Academy system they may have the opportunity to train and play with the adult provisions of Burton Albion. This may raise concerns for the individual and/or their parent/guardians as they will be entering an adult provision and as such may witness adult behaviours and language. Burton



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Albion will support the player(s) during this transition, and ensure that the welfare of the player concerned is paramount. Parents will be included and consent sought.

4.4 Thresholds

Burton Albion FC refer to and seek guidance from the Threshold Framework held by Staffordshire Safeguarding Children Partnership.

The Threshold Framework 'Accessing the Right Help at the Right Time' is the overarching document for the whole of the children's workforce. This multi-agency threshold framework is a guidance tool that all agencies, professionals and volunteers can use to consider how best to meet the needs of individual children and young people. The Threshold Framework is available on the Staffordshire Safeguarding Children Partnership website <https://www.staffsscp.org.uk>.

4.5 Escalation:

Professionals providing services to children and their families should work co-operatively across all agencies, using their confidence, skills and experience to make a robust contribution to safeguarding children and promoting their welfare within the framework of discussions, meetings, conferences, and case management.

On occasions situations may arise where there is professional disagreement in relation to safeguarding a child. Resolution is an integral part of professional joint working to safeguard children and this policy seeks to identify how such resolution can be achieved where there are professional differences of opinion.

All professionals have a responsibility to work together and to help to prevent disagreements from escalating where possible. This policy identifies a non-exhaustive list of potential areas of disagreement, guidance on resolving disputes and procedures to be followed when disputes cannot be resolved through discussion and negotiation between professionals at front line level.



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6 CHANGES TO SAFEGUARDING OPERATIONS IN THE EVENT OF A PANDEMIC/LOCKDOWN

The way in which Burton Albion Football Club operates in response to a pandemic/lockdown such as COVID-19, can be fundamentally different to business as usual, however, a number of our important safeguarding principles remain the same:

- With regard to safeguarding, the best interests of children will always continue to come first
- If anyone has a safeguarding concern about any child connected to Burton Albion they should continue to act, and act immediately
- A Safeguarding Officer or Deputy will always be available
- Unsuitable people are not allowed to enter Burton Albion workforce and/or gain access to children
- Children continue to be protected when they are online

Club Safeguarding Contacts:

During any enforced lockdown period the Safeguarding contacts for Burton Albion are as follows:

Senior Safeguarding Lead
Tony Brittan

Any Designated Safeguarding Officer

Remember that in an emergency or where there is risk to life you should contact the police immediately.

Other Safeguarding contacts in football:

Whilst any safeguarding concern should be raised with Burton Albion Safeguarding contacts in the first instance, we recognise that this may not always be possible or appropriate. Below are the contact details for footballing partners with whom safeguarding concerns in relation to Burton Albion can be discussed:

The English Football League Safeguarding Team

Tel: 01772 325940

Email: safeguarding@efl.com

If the concern regards a person who is employed in a football capacity and relates to their conduct towards a child:

The FA Safeguarding Team

Tel: 0800 169 1863

Email: Safeguarding@TheFA.com

Procedures and Safety Measures for online learning:

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Burton Albion expects that all staff and players will adhere to the relevant policy boundaries, and these must be maintained at all times. In the event of a need to switch to online learning, extra measures will be put in place to reduce the risks in relation to online learning which include:

- All contact online being observable and interruptible
- Staff and children must wear suitable clothing, as should anyone else in the household
- Any computers being used should be in appropriate areas, for example not in bedrooms and the background should not be blurred
- Online teaching will not be carried out on a one-to-one basis and will be done in a group setting with several players present,
- Another adult will be invited to be present in the room
- All communication provided will have an educational purpose
- Language must be professional and appropriate, including any family members in the background
- Burton Albion will record online teaching/instruction sessions. Players and parents will be informed that sessions are being recorded in advance of doing so.
- All sessions provided will be via Burton Albion's I.T platform (for example remote desktop) or Wi-Fi (where possible)

Mental health and Wellbeing:

Negative experiences and distressing life events, such as those experienced throughout the 2019-2021 Covid-19 pandemic, can affect the mental health of us all. Players at Burton Albion who find that they are struggling during a pandemic/lockdown event should contact Burton Albion safeguarding staff as outlined above for immediate support. However, additional/ alternative support can also be accessed through a number of national organisations including:

The Samaritans	Tel: 116 123	https://www.samaritans.org
ChildLine:	Tel: 0800 1111	https://www.childline.org.uk
NSPCC:	Tel: 0808 800 5000	https://www.nspcc.org.uk
Mind:	Tel: 0300 123 3393	https://www.mind.org.uk
PFA:	Tel: 07500 000 777	https://www.thepfa.com/wellbeing

Online safety:

It is important that internet safety and security messages are re-enforced during any period of lockdown when we are expecting young people to be online more often. They may also be increasing their usage on devices during their own free time. It is important that both players and parents are aware of the help and support available should they be concerned about something they have seen or experienced online. These include:

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UK Safer Internet Centre	https://reportharmfulcontent.com/
CEOP	https://www.ceop.police.uk/safety-centre/
Internet Matters	https://www.internetmatters.org/
NetAware	https://www.net-aware.org.uk/
ParentInfo	https://parentinfo.org/
ThinkuKnow	https://www.thinkuknow.co.uk/

16. Guidelines in the event of a concern

Highlighting Concern

Although Burton Albion is committed to doing the utmost to safeguard children from harm there may be occasions when concern is raised over the treatment of a child.

“Child abuse” and “neglect” are generic terms encompassing all ill treatment of children as well as cases where the standard of care does not adequately support the child’s health or development. Children may be abused or suffer neglect through the infliction of harm, or through the failure to act to prevent harm. Abuse can occur in a family or an institutional or community setting. The perpetrator may or may not be known to the child and may be of the same or opposite sex. There is often a common misconception that only a certain type of person can abuse children but this is simply not the case – abuse can take place in any setting, by someone of either sex, of any sexual orientation and of any age.

Recognition – Types of Abuse

Definitions of types of abuse are provided below. Should you have any concern that abuse is occurring you should contact the Designated Safeguarding Manager or Safeguarding Officer immediately.

Physical abuse: Any deliberate act causing injury or trauma to another person, for example, hitting, slapping, pushing, kicking, burning, giving a person medicine that they do not need and/or that may harm them or application of inappropriate restraint measures.

Emotional abuse: Any act or other treatment which may cause emotional damage and undermine a person’s sense of wellbeing, including persistent criticism, denigration or putting unrealistic expectations on Children, Young People and Adults at Risk, isolation, verbal assault, humiliation, blaming, controlling, intimidation or use of threats.

Sexual abuse: Any act which results in the exploitation of Children, Young People and Adults at Risk, whether with their consent or not, for the purpose of sexual or erotic gratification. This includes non-contact activities, such as indecent exposure, involving Children, Young People and Adults at Risk in witnessing sexual acts, looking at sexual images/pornography or grooming them in preparation for abuse (including via the internet). Whilst the age of consent (the age at which a person is considered to be legally competent to consent to sexual acts) is sixteen, it is unacceptable for any member of Staff to abuse their relationship of trust for sexual gratification.

Child sexual exploitation: A form of Child sexual abuse. It occurs where an individual or groups of people take advantage of an imbalance of power to coerce, manipulate or deceive a Child or Young Person into sexual activity in exchange for something the victim needs or wants and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also take place through the use of technology.

Child criminal exploitation: Can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting or pickpocketing. They can also be forced or

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manipulated into committing vehicle crime or threatening/committing serious violence to others. Children can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others.

County lines: The organised criminal distribution of drugs by gangs from the big cities into smaller towns and rural areas using Children, Young People and Adults at Risk. Gangs recruit Children, Young People and Adults at Risk through deception, intimidation, violence, debt, bondage and/or grooming. Gangs also use local property as a base for their activities, and this often involves taking over the home of an Adult at Risk who is unable to challenge them. County line gangs pose a significant threat to Children, Young People and Adults at Risk upon whom they rely to conduct and/or facilitate such criminality.

Cuckooing: Cuckooing is a term often linked to county lines. Cuckooing is when gangs establish a base in the location they are targeting for drug dealing and to operate their criminal activity from, often taking over the homes of adults at risk by force or coercion. People exploited in this way will quite often be exposed to physical, mental and sexual abuse, and in some instances will be trafficked to areas a long way from home as part of the network's drug dealing business. Victims of 'cuckooing' are often drug users but can include older people, those suffering from mental or physical health problems, female sex workers, single mums and those living in poverty. Victims may suffer from other forms of addiction, such as alcoholism.

Neglect: Ongoing failure to meet the basic needs of Children, Young People and Adults at Risk. Neglect may involve failing to provide adequate food or shelter including exclusion from home or abandonment, failing to protect them from physical and emotional harm or danger or failing to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, basic emotional needs. In an Activity setting, it may involve failing to ensure that Children, Young People and Adults at Risk are safe and adequately supervised or exposing them to unnecessary risks.

Grooming: The process of developing a relationship with and the trust of an individual, and sometimes their family, to exploit, abuse or traffic them. Grooming can happen both online and in person.

Radicalisation: The process by which a person comes to support terrorism and forms of extremism leading to terrorism. Anybody from any background can become radicalised. The grooming of Children, Young People and Adults at Risk for the purposes of involvement in extremist activity is a serious safeguarding issue. 5

Female genital mutilation ("FGM"): Involves procedures that intentionally alter or injure female genital organs for non-medical reasons. The procedure has no health benefits for girls and women. The Female Genital Mutilation Act makes it illegal to practise FGM in the UK or to take women and girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in another country.

Forced Marriage: Where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. This is recognised in the UK as a form of domestic and/or sexual violence against women and men and is a serious abuse of human rights. Where it affects children and young people it is child abuse.

Honour based Abuse/Violence: Honour based abuse (HBA) or violence (HBV) can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.

It is a violation of human rights and may be a form of domestic and/or sexual violence. Where it affects children and young people it is child abuse.

It can be distinguished from other forms of abuse and violence, as it is often committed with some degree of approval and/or collusion from family and/or community members. Women, men and younger members of the family can all

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be involved in the abuse. Victims of honour-based abuse are more likely to be abused multiple times by multiple perpetrators.

Honour based abuse and violence manifests itself in a diverse range of ways with children and young people, it can lead to a deeply embedded form of coercive control, built on expectations about behaviour that are made clear at a young age. Often the control is established without obvious violence for instance through family members threatening to kill themselves because of the victim's behaviour. Honour based abuse can also include forced marriage (approximately 1 in 5 cases), domestic and/or sexual violence, rape, physical assaults, harassment, kidnap, threats of violence (including murder), witnessing violence directed towards a sibling or indeed another family member, and female genital mutilation. Do not underestimate the potential risk of harm.

'One Chance Rule'

All staff working with suspected or actual victims of forced marriage and honour-based violence need to be aware of the "one chance" rule. That is, they may only have one opportunity to speak to a victim or potential victim and may possibly only have one chance to save a life.

If the victim is allowed to leave without the appropriate support and advice being offered, that one chance might be wasted.

Bullying: Repeated behaviour intended to intimidate or upset someone and/or make them feel uncomfortable or unsafe, for example, name calling, exclusion or isolation, spreading rumours, embarrassing someone in public or in front of their peers, threatening to cause harm, physically hurting someone or damaging their possessions.

Cyberbullying: The use of technology to harass, threaten, embarrass, humiliate, spread rumours or target another person. By definition, it occurs among Children and Young People. When an adult is the victim, it may meet the definition of cyber harassment or cyberstalking.

Discriminatory abuse: Abusive or bullying behaviour because of discrimination occurs when motivated by a prejudice against certain people or groups of people. This may be because of an individual's ethnic origin, colour, nationality, race, religion or belief, gender, gender reassignment, sexual orientation or disability. Actions may include unfair or less favourable treatment, culturally insensitive comments, insults and 'banter'. Discriminatory behaviour is unacceptable and will be reported to The FA. This includes incidents on and off the pitch (including social media).

Poor practice: This is behaviour that falls short of abuse but is nevertheless unacceptable. It is essential that poor practice is challenged and reported even where there is a belief that the motives of an individual are well meaning. Failure to challenge poor practice can lead to an environment where abuse is more likely to remain unnoticed. Incidents of poor practice occur when the needs of Children, Young People and Adults at Risk are not afforded the necessary priority, compromising their welfare, for example, allowing abusive or concerning practices to go unreported, placing Children, Young People and Adults at Risk in potentially compromising and uncomfortable situations, failing to ensure the safety of Children, Young People and Adults at Risk, ignoring health and safety guidelines, or giving continued and unnecessary preferential treatment to individuals.

Hazing: Any rituals, initiation activities, actions or situations, with or without consent, which recklessly, intentionally or unintentionally endangers the physical or emotional wellbeing of Children, Young People and Adults at Risk.

Child-on-child abuse: Children and Young People can be taken advantage of or harmed by another child or young person. Child-on-child abuse is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between individuals and within relationships (both intimate and non-intimate).

Infatuations: Children, Young People and Adults at Risk may develop an infatuation with a member of Staff who works with them. Such situations should be handled sensitively to maintain the dignity and safety of all concerned. Staff should be aware that in such circumstances, there is a high risk that words or actions may be misinterpreted and that allegations could be made against Staff. They should therefore ensure that their own behaviour is above reproach. A

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member of Staff who becomes aware that a Child, Young Person or Adult at Risk may be infatuated with him/her or with a colleague, should discuss this at the earliest opportunity with the Safeguarding Team.

Domestic violence or abuse: Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged sixteen or over, who are or have been intimate with partners or family members regardless of gender or sexuality. This can encompass, but is not limited to: psychological, physical, sexual, financial, emotional abuse and so called 'honour' based violence.

17. The concept of significant harm

Some children are in need because they are suffering, or likely to suffer, significant harm. The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children, and gives local authorities a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer, significant harm.

A court may make a care order (committing the child to the care of the local authority) or supervision order (putting the child under the supervision of a social worker or a probation officer) in respect of a child if it is satisfied that:

- the child is suffering, or is likely to suffer, significant harm; and
- the harm, or likelihood of harm, is attributable to a lack of adequate parental care or control.

There are no absolute criteria on which to rely when judging what constitutes significant harm. Consideration of the severity of ill-treatment may include the degree and the extent of physical harm, the duration and frequency of abuse and neglect, the extent of premeditation, and the presence or degree of threat, coercion, sadism and bizarre or unusual elements. Each of these elements has been associated with more severe effects on the child, and/or relatively greater difficulty in helping the child overcome the adverse impact of the maltreatment. Sometimes, a single traumatic event may constitute significant harm, for example, a violent assault, suffocation or poisoning. More often, significant harm is a compilation of significant events, both acute and long-standing, which interrupt, change or damage the child's physical and psychological development. Some children live in family and social circumstances where their health and development are neglected.

For them, it is the corrosiveness of long-term emotional, physical or sexual abuse that causes impairment to the extent of constituting significant harm. In each case, it is necessary to consider any maltreatment alongside the child's own assessment of his or her safety and welfare, the family's strengths and supports, as well as an assessment of the likelihood and capacity for change and improvements in parenting and the care of children and young people.



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18. Responding to a Report or Suspicion

A Safeguarding Officer or the Designated Safeguarding Lead should be contacted as early as possible and within 24 hours in any circumstance, however, it is recognised that an individual may need to respond to a situation immediately. With this in mind the following guidelines offer help and support in responding to abuse or a suspicion of abuse or poor practice.

Do:

- Ensure the child or young person's safety;
- Treat any allegations extremely seriously and act at all times towards the child as if you believe what they are saying, although do not directly say the words "I believe you";
- Tell the child they are right to tell you;
- Reassure the child that they are not to blame;
- Be honest about your own position, who you have to tell and why;
- Tell the child what you are doing and when, and keep them up to date with what is happening;
- Take further action – you may be the only person in a position to prevent future abuse;
- Write down everything said and what was done (handwritten is preferable) and sign and date the notes. A Safeguarding Disclosure Form should be used where possible and, in any case, a referral must be made to Burton Albion within 24 hours of the incident taking place;
- Seek medical advice if necessary.

Don't:

- Make promises you cannot keep or keep secrets;
- Interrogate the child – it is not your job to carry out an investigation – this will be up to the Police and Children's Services who have experience in this;
- Cast doubt on what the child has told you, don't interrupt or change the subject;
- Say anything that makes the child feel responsible for the abuse;
- Inform parents/carers – the Designated Safeguarding Manager or Officer will make this decision based on whether there is suspicion of their involvement.

DOING NOTHING IS NOT AN OPTION; IT IS YOUR RESPONSIBILITY TO ACT.

Make sure you tell a Safeguarding Officer immediately, they will know how to follow this up and where to go for further advice.

19. Recording and Investigation of Allegations or Suspicions

The Safeguarding Officer will immediately report any allegation to the Designated Safeguarding Lead, who will ask for a written factual statement from the person making the report. A Safeguarding Disclosure Form must be completed and submitted within 24 hours to the Safeguarding Officer and Designated Safeguarding Lead.

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Any statement made by the child should be reported in their own words. These reports should be confined to facts. Any opinion, interpretation or judgement should be clearly stated as this, questions should be kept to a minimum, and where used, they should be of an open format (TED questions; 'tell me', 'explain', 'describe'). No suggestion of who the perpetrator was or how any concern or incident happened should be suggested.

A child should never be pressured to give information or show physical marks unless they do so willingly. If they choose to show markings, two members of staff should be present and any marks raising concern should be recorded on the disclosure form.

There are actions which staff have to, and are obliged to take, once they are aware of a problem. Undertakings of confidentiality should not be given either to the person making the allegations or to the person being interviewed. A matter is confidential on a need to know basis and nobody should have any reservations about referring any issue to the Designated Safeguarding Manager or any Safeguarding Officer. The key issue is that the welfare of the child is protected.

There is always tension and caution around issues of confidentiality. The advice for all staff at Burton Albion is that no guarantee of confidentiality can be given to a child (although this does not necessarily mean that the parents/carers have to be told).

Burton Albion will ensure that any child concerned is immediately removed from any possible risk of harm.

Investigations into possible abuse will require careful management. In these cases, the Safeguarding Officer or Designated Safeguarding Lead will first seek the advice of the Safeguarding Children Team, Children's Services, a Local Authority Designated Officer (LADO), the Police, or the Premier League/Football Association Safeguarding Children Team, before setting up an internal inquiry and take their advice on informing the child's parents.

In any case of suspected abuse, as soon as the Local Authority or the Police have been informed, Burton Albion must provide a report to the FA Head of Safeguarding Children, the EFL and Trust Head of Safeguarding Children and inform Burton Albion's Chief Executive Officer. Any external local authority provision will naturally take the lead on any case.

In the event that the allegation or suspicion is investigated internally by the Safeguarding Officer or Designated Safeguarding Lead, Burton Albion follows the 'Sport Resolutions Practical Guide to Undertaking Safeguarding Investigations in Sport' best practice guidance when recording allegations/suspensions and any subsequent investigations. Any investigation we undertake will follow the key principles as follows:

- Integrity – we will be honest with all parties involved in regard to the process and what we can, and can't do
- Fairness and Impartiality – we will speak to the complainant/s, witnesses, and the individual/s to which the concern relates to, to seek a balanced and unbiased account of events
- Confidentiality – we will ensure that we follow confidentiality protocols and only share information with parties necessary for safeguarding reasons e.g., statutory authorities, (such as police or children's services), or local authorities (such as LADO)
- Proportionality – decision making will be made on a case-by-case basis, taking into consideration a number of factors relevant to each case
- Timeliness – whilst we recognise that investigations can be disruptive to the organisation, we will ensure that investigations are prioritised, but also thorough and methodical with a person-centric approach, and are never rushed.

Providing it is appropriate to do so the Designated Safeguarding Manager will maintain constant dialogue with all parties involved with the allegation until such time as the matter has reached a reasonable outcome, taking the lead

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from the external agency. Escalation to inform Board level will take place at the Designated Safeguarding Manager's earliest opportunity.

Cases will be reported directly onto "My Concern" these will be triaged initially by the DSO who will confirm the report. This will then be supervised weekly by the SSL. All matters will be shared at the Governance meetings for board review. Any concern or allegation that requires immediate supervision on triage will be directed to the SSL or Board Safeguarding CEO.

Closure of reports will be managed at the Supervision meeting and will include the rationale and lessons learnt from any case.

Specific information regarding allegations against members of staff

If the report involves an allegation about any member of Burton Albion staff (whether full time, part time, paid, unpaid, contracted, engaged, voluntary etc.) and Burton Albion believes that the report could demonstrate that the member of staff in question has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he or she is unsuitable to work with children,

then the Designated Safeguarding Lead or Safeguarding Officer shall immediately inform the Local Authority Designated Officer (LADO) where the alleged incident took place so that he or she can consult with the Police and Local Authority Children's Social Care colleagues as appropriate. Where the Designated Safeguarding Manager or Safeguarding Officers are unsure as to whether the report meets the criteria stated above, the advice of the LADO shall still be sought.

The member of staff in question may be asked to write a brief report, as may any other person that is deemed to have an involvement in the allegation. The member of staff in question will be asked to stay away from activities pending the conclusion of any investigation. This process would only be carried out once the advice of the above-mentioned external bodies had been sought and only then in consultation with the Designated Safeguarding Manager or Safeguarding Officer. Providing it does not contradict with any advice received from the LADO, any internal investigation will be carried out in line with Burton Albion's Management and Human Resource Policies and either general or department-specific Grievance Procedures as they are applicable.



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Burton Albion Safeguarding Reporting Lines

Burton Albion Board of Directors



Wouter Gudde BAFC – John Widdowson BACT

CEO



Tony Brittan

Safeguarding Lead



James Lloyd BAFC – Suzanne Syston BACT – Jayne Gidman BACT – Lisa Allen BACT – Ben Webster BACT

Safeguarding Officers

Safeguarding Reporting Lines and Contact Information

External Resources

FA Safeguarding Children Guidelines:

<https://www.thefa.com/football-rules-governance/safeguarding/section-11-the-complete-downloads-directory>

Working Together to Safeguard Children 2018:

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Information Sharing Guidance for Managers and Practitioners:

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<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

[Keeping Children Safe In Education \(KCSIE\) 2024](https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf)

https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf

Sources of further information and advice:

[Health & Safety at Work Act 1974](#)

[Data Protection Act 2018](#)

[Safeguarding Vulnerable Groups Act 2006](#)

[Equality Act 2010](#)

[Protection of Freedoms Act 2012](#)

[Domestic Abuse Act 2021](#)

[Children Act 1989](#)

[Sexual Offences Act 2003](#)

[Education Act 2002](#)

[Keeping Children Safe in Education](#)

[DBS barring referral guidance](#)

[Protection of Freedoms Act 2012](#)

[Children Act 2004](#)

[Counter-Terrorism and Security Act 2015 - Part 5](#)

<https://www.gov.uk/government/publications/the-prevent-duty-safeguarding-learners-vulnerable-to-radicalisation>

[Home Office: Criminal Exploitation of children and vulnerable adults](#)

[Police Act 1997](#)

[Home Office: Mandatory Reporting of FGM](#)

[Counter-Terrorism and Security Act 2015](#)

[The Right to Choose: Statutory guidance for dealing with forced marriage](#)

[Department for Education: Child sexual exploitation](#)

[Department for Education: Preventing and tackling bullying](#)

[Female Genital Mutilation Act 2003](#)

[Department for Education: Cyberbullying](#)

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

<https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people>

<http://www.forwarduk.org.uk/>

<https://the cpsu.org.uk/help-advice/topics/safer-recruitment/>

<http://www.karmanirvana.org.uk/>

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<https://www.ceop.police.uk/>

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Key Safeguarding Contacts

- LADO Staffordshire 0800 13 13 126
- Staffordshire Children's Social Care Services: Staffs Children Advice & Support Service in Integrated Front Door (IFD) 0800 1313 126. Email www.staffordshire.gov.uk/reportconcern
- Emergency Duty Services (out of hours safeguarding concerns) 0845 604 2886 or email eds.team.manager@staffordshire.gov.uk
- Stoke-on-Trent Children's Services: Advice and Referral Team (ART) 01782 235100
Emergency Duty Team: 01782 234234 (outside office hours, weekends and bank holidays)
Minicom: 01782 236037
- Sam Hubza – School Guidance around Asylum Seekers (Central Thoroughfare Team)
Tel: 01785 854906
- Staffordshire Police Prevent Team 01785 232054, 01785 233109 or email prevent@staffordshire.pnn.police.uk
- Staffordshire Education Safeguarding Advice Service (ESAS): - 01785 895836 e-mail : esas@staffordshire.gov.uk
- NSPCC helpline – helping adults protect children 24 hours a day. For help and support and advice regarding any concerns about children that you think may be at risk of harm:
 - help@nspcc.org.uk
 - Text 88858
 - Call 0808 800 5000
- UK Safer Internet Centre professional advice line – helpline for professionals working with children and young people in the UK with any online safety issues they may face themselves or with children in their care:
 - helpline@safesinternet.org.uk
 - Call 0844 381 4772
- Police Anti-Terrorist Hot Line: 0800 789 321
- National Domestic Abuse Helpline: 0808 2000247

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