



CHESTERFIELD FC

CHESTERFIELD FC ACADEMY & CHESTERFIELD FC COMMUNITY TRUST

Safeguarding Adults Policy

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Introduction

The Board of Chesterfield Football Club and CFC Academy (The Club) acknowledges and accepts it has a legal & statutory obligation and moral responsibility for the wellbeing and safety of all adults at risk who are under the Club's care, utilising the Club's facilities, or in its employment. Everyone working at the Club has a "duty of care" to safeguard adults at risk by creating a safe environment that protects them from harm.

The wellbeing of adults at risk is paramount, and all staff must make themselves aware of the Club's Safeguarding Adults Policy. The following guidelines will be supplemented by in-service training and additional guidance accordingly.

Definitions

Under the Care Act 2014, the safeguarding adults procedures apply to anyone aged 18 or over who is in need of care and support and is at risk of or is experiencing, abuse or neglect, and is unable to keep themselves safe from significant harm or exploitation because of their care and support needs ("Adult at risk").

Abuse is the harming of another individual usually by someone who is in a position of power, trust or authority over that individual. The harm may be physical, psychological or emotional, or it may be directed at exploiting the vulnerability of the victim in more subtle ways (for example, through denying access to people who can come to the aid of the victim, or through misuse or misappropriation of his or her financial resources). The threat or use of punishment is also a form of abuse. In many cases, it is a criminal offence.

"Capacity" refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that the individual has the capacity to make a decision unless it can be established that they lack capacity as defined in the Mental Capacity Act 2005.

"Consent"- adults at risk should be provided with the support and information to empower the individual to make their own decisions. We recognise that adults have a right to independence, choice and self-determination including control over information about themselves. To this aim, staff are expected only to provide accessible information to the individual so that they may make informed decisions about the risks, benefits and consequences. Staff are not expected to support the Adult at Risk to make a decision, and as such should refer to the Designated Safeguarding Officer. The Designated Safeguarding Officer may determine that explicit consent is not required under the following circumstances:

- If other people appear to be at risk of harm (adults or children)
- If there is a 'legal restriction' or an overriding public interest
- If the person is exposed to life threatening risk and they are unreasonably withholding their consent
- If the person has impaired capacity or decision making in relation to the safeguarding issues and the withholding of consent.

Rules and Regulations

In the management of its programmes, the discharge of its functions, and in implementing this policy and procedure, Chesterfield Football Club 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.

In the case of adults at risk, the Club is also mindful of its responsibilities under the following legislation and guidance:

- The Care Act 2014

- Care and Support Statutory Guidance (updated March 2024)
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Serious Crime Act 2015
- Counter Terrorism and Security Act 2015 (Prevent Strategy)
- The Prevent Duty Guidance for England and Wales (2023)
- Human Rights Act 1998
- Domestic Violence, Crime and Victims Act 2004
- and English Football League Rules and guidance. Chesterfield Football Club is fully committed to ensuring that the best practice recommended by these bodies is employed throughout the Club.

The Club also recognises its responsibility to work with other agencies, including the Local Safeguarding Adults Board to protect adults at risk from harm and to respond to safeguarding concerns.

Review

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

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

- To safeguard all adults at risk who interact with the Club.
- To develop & demonstrate best practice in the area of safeguarding adults at risk.
- To positively reflect and promote the club values in regard to safeguarding.
- To develop a positive and pro-active welfare programme to enable all adults at risk to participate in an enjoyable and safe environment.
- To promote high ethical standards throughout the Club.

The key principles underpinning this policy as defined in The Care Act are:

- Empowerment – people being supported and encouraged to make their own decisions and informed consent.
- Prevention – it is better to take action before harm occurs.
- Proportionality – the least intrusive response appropriate to the risk presented.
- Protection – support and representation for those in greatest need.
- Partnership – local solutions through services working with their communities.
- Accountability – accountability and transparency in delivering safeguarding.

Designated Safeguarding Senior Manager

The Designated Safeguarding Senior Manager (DSSM) has overall responsibility for the safeguarding of all at the Club. The DSM will:

- Report to the Board on recommendations for changes to the Safeguarding Adults Policy and Procedures taking into account legislative changes.
- Undertake regular monitoring and assessments of activities involving adults at risk or will designate this task to an appropriate and trained individual.
- Ensure they undertake regular and appropriate training for the role.

The Designated Safeguarding Senior Manager is John Croot – 07896 314692 johncroot@chesterfield-fc.co.uk

Designated Safeguarding Officer

The Club has a Designated Safeguarding Officer (DSO) who has responsibility for the safeguarding of adults at risk at the Club, and the Academy. The DSO will:

- Make the decision to investigate any allegations or concerns of abuse.
- Address any immediate protection issues.
- Make the decision to refer to an appropriate statutory agency (Police or Social Services).
- Liaise with the local Safeguarding Adults Board.
- Ensure staff are trained on Club safeguarding procedures.
- Ensure they undertake regular and appropriate training for the role.
- Source appropriate external training for safeguarding.
- Undertake regular monitoring and risk assessments of activities involving adults at risk or will designate this task to an appropriate and trained individual.

The Designated Safeguarding Officer is Toby Fawcett-Greaves – 01246 900060

Email: Tobyfawcett-greaves@chesterfield-fc.co.uk

Anybody with a concern about an adult's welfare should contact the SSM or DSO direct, or their line manager for advice in the first instance. Contact details can be found at the end of this policy.

All employees, contractors and volunteers are expected to.

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

Human Resources and Disclosures

Recruitment

The Club follows Safer Recruitment guidelines as detailed in our Safeguarding Children and Young People Policy, and [the Safer Recruitment Policy, and as such it is applicable to safeguarding adults at risk.

Staff Training & Awareness

This policy and procedure is issued to all employees at induction and is also available to all employees on the Intranet. The DSO holds specific Safeguarding qualifications relevant to the role. The Disability Access Officer is also trained specifically in relation to Safeguarding Adults at risk.

Disclosure and Barring Service

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 the Club. The Club Designated Safeguarding Officer is responsible for ensuring all checks are carried out in the required timescales. The Club processes DBS checks via the FA Online Application System for posts governed by FA Regulations. All other posts outside this scope will have DBS checks processed by the Club as required.

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 via the FA Online Application System**, the FA will confidentially liaise directly with the applicant. The FA will only inform the Club if the individual is considered unsuitable to work with children or young people but will not disclose the reason.
- **For checks completed separate to the FA online system**, the Designated 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 Board of Directors 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
- In the event that the applicant disputes any information contained in the disclosure and has contacted the DBS about the dispute, the Club 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 the Club.
- The Club 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 the Club 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.
- To achieve this, postholders will submit a 'Self Declaration Form' to the Designated Safeguarding Officer on the anniversary of their last DBS check, until the next check is due (3 years).

Process for Disclosure and Barring Service (DBS) Checks

New Appointments

All staff who are offered a position which involves working with Adults at risk will be required to complete a Self-Declaration Form and also undertake an Enhanced DBS 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 Adults at risk.

Should a positive DBS check be received, a risk assessment will be carried out by the Safeguarding Senior Manager, or relevant Head of Department, and where applicable the Designated Safeguarding Officer, to assess the information contained within the DBS check. 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.

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, the club will still require a further check.

If a new member of staff has been subject to a non-FA DBS check by their previous employer, the club will still require a further check.

Equal Opportunities

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

Whistleblowing

Whistle-blowing in a safeguarding context means revealing and raising concerns over misconduct or malpractice within an organisation, or within an independent structure associated with it.

It can be used as an early-warning system or when it is recognised that appropriate actions have not been taken. This approach or policy is adopted in many different walks of life but the Club would expect that the first communication would be to a senior member of staff whom the whistleblower was comfortable with or the police if there was immediate danger.

Any individual with concerns about a colleague's conduct towards an Adult at Risk can also use whistle-blowing by calling 0800 169 1863 and asking for The FA's safeguarding team, or via email to: safeguarding@TheFA.com.

Chesterfield's own reporting form can be accessed via the Club's official website.

Recognition – Signs of Abuse

The following lists of possible indicators and examples of behaviour are not exhaustive, and people may be subject to a number of abuse types at the same time. Should you have any concern that abuse is occurring you should contact the Safeguarding Senior Manager or Designated Safeguarding Officer immediately.

Physical abuse – includes hitting, slapping, pushing, kicking, misuse of medication, restrain or inappropriate physical sanctions

Domestic violence or abuse – includes psychological, physical, sexual, financial, emotional abuse; 'honor' based violence (crimes committed to protect or defend the honor of the family and/or community) which includes Female Genital Mutilation (FGM) and forced marriage

Sexual abuse – includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts,

indecent exposure and sexual assault or sexual acts to which the adult has not consented to, could not consent to, or was pressured into consenting

Psychological or emotional abuse – includes Emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable or unjustified withdrawal from services or support networks

Financial or material abuse – includes theft, fraud, exploitation, internet scamming, coercion in relation to an adults financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment

Discriminatory abuse – includes hate crime, forms of harassment, slurs or similar treatment because of the individuals' race, sex, gender identity, age, disability, sexual orientation, religion or belief, pregnancy or marital status

Organisational or institutional abuse – includes neglect and poor care practice within an institution or specific care setting such as a hospital or care home for example, or in relation to care provided in one's own home. It can range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes, and practices within an organisation

Neglect or acts of omission – includes ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, and heating

Self-neglect – includes neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding

Responding to a Report or Suspicion

A Designated Safeguarding Officer or the Safeguarding Senior Manager 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 individuals immediate safety; if emergency medical treatment or protection from a perpetrator is needed, call the emergency services immediately.
- Reassure the individual that any allegations will be taken extremely seriously.
- Reassure the individual that they are right to tell you.
- Be honest about your own position, who you have to tell and why;
- Tell the individual 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. An Incident Report Form should be used where possible and, in any case, a referral must be made to the Club within 24 hours of the incident taking place

Don't:

- Make promises you cannot keep or to keep secrets/confidentiality.
- Interrogate the individual - it is not your job to carry out an investigation – this will be up to the local authority/Police who have experience in this.

- Cast doubt on what is being said, don't interrupt or change the subject.
- Say anything that makes the individual feel responsible for the abuse

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

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

Recording Allegations or Suspicions

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

Any statement made by the Adult at Risk 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 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.

Investigations into possible abuse will require careful management. In these cases, the Designated Safeguarding Officer or Safeguarding Senior Manager will first seek the advice of the Local Safeguarding Adults Board, Social Services, a Local Authority Designated Officer (LADO), the Police, or the EFL or the Football Association Safeguarding Teams, before setting up an internal inquiry.

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

Providing it is appropriate to do so the Safeguarding Senior 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 from the external agency. Escalation to inform the Board will take place at the Safeguarding Senior Manager's earliest opportunity. See also the EFL Reporting lines flowchart in the EFL Safeguarding Children and Young People Policy.

Specific information regarding allegations against members of staff

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

- behaved in a way that has harmed an Adult at Risk or may have harmed an Adult at Risk.
- possibly committed a criminal offence against or related to an Adult at Risk; or
- behaved towards an Adult at Risk in a way that indicates he or she is unsuitable to work with Adults at Risk

then the Safeguarding Senior Manager or Designated 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 Social Care colleagues as appropriate. Where the Safeguarding Senior Manager or Designated 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 Safeguarding Senior Manager or Designated Safeguarding Officer. Providing it does not contradict with any advice received from the LADO, any internal investigation will be carried out in line with the Club's Employee Handbook and the relevant Grievance Procedures as they are applicable.

Relevant policies

This policy should be read in conjunction with the Safeguarding Children and Young People policy, Whistleblowing policy, and Grievance Procedure.

APPENDIX ONE - Safeguarding contacts and further information sources

Internal Safeguarding Contacts

John Croot

Designated Safeguarding Senior Manager

johncroot@chesterfield-fc.co.uk

07896 314692

Toby Fawcett-Greaves

Designated Safeguarding Officer

tobyfawcett-greaves@chesterfield-fc.co.uk

01246 900060

Peter Whiteley

Disability Access Officer

peterwhiteley@chesterfield-fc.co.uk

07986 240001

Alternatively, any concerns can be reported via email to safeguarding@chesterfield-fc.co.uk

If something needs to be done immediately to protect someone from abuse or harm, call the emergency services number 999 (24 hours).

APPENDIX 2 External Resources

Sources of legislation, further information and advice:

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

[Data Protection Act 2018](#)

[Safeguarding Vulnerable Groups Act 2006](#)

[Equality Act 2010](#)

[Care Act 2014](#)

[Care and Support Statutory Guidance 2014](#)

[Sexual Offences Act 2003](#)

[Domestic Violence, Crime and Victims Act 2004](#)

[Domestic Abuse Act 2021](#)

[Mental Capacity Act 2005](#)

[Serious Crime Act 2015](#)

[Protection of Freedoms Act 2012](#)

[DBS barring referral guidance](#)

[Police Act 1997](#)

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

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

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

[Female Genital Mutilation Act 2003](#)

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

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

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

<http://www.nhs.uk/conditions/social-care-and-support-guide/pages/vulnerable-people-abuse-safeguarding.aspx>

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

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