

Safeguarding Adults Policy and Procedure

Name of Organisation	BARTON JUNIOR FOOTBALL CLUB
Address	Pasture Road Barton on Humber North Lincolnshire
Telephone	07543 659546
Date Policy Agreed	30th July 2025
Date of Next Review	18th May 2027
Signature	R V Foster
Name and telephone number of Designated Protection Person	Kirsty Jenkins 07960 072785

**Name and telephone
number of Deputy
Designated
Protection Person**

Vaughan Foster
07543659546

Policy statement on safeguarding adults

Barton Junior Football Club considers it the duty of the staff and volunteers to protect adults at risk who they come into contact with from abuse and / or neglect.

Introduction

In any organisation, there should be adult safeguarding policy and procedures. These should reflect the statutory guidance and are for use locally to support the reduction or removal of safeguarding risks, as well as to secure any support to protect the adult and, where necessary, to help the adult recover and develop resilience. Such policies and procedures should assist those working with adults in developing swift and personalised safeguarding responses that involve the adult at risk. The policy and procedures have been developed to assist staff and volunteers in acting on reported or suspected abuse. This in turn should encourage proportionate responses and improve outcomes for the people concerned.

Barton Junior Football Club is involved in providing services for a wide range of people. Some of these people are likely to be adults at risk.

Barton Junior Football Club has obligations to strive to protect adults who it believes to be abused or at risk of abuse and / or neglect.

This policy is based on The Care Act 2014, the national Care and Support Statutory Guidance.

Depending upon the nature of particular services or requirements of particular commissioners or partner agencies, the policy and procedure may be supported by national procedures.

Definitions

The safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or at risk of, abuse or neglect
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Abuse and neglect

You should not limit views on what constitutes abuse or neglect as they can take many forms and the circumstances of the individual case should always be considered.

Categories of abuse

Physical abuse	Including assault, hitting, slapping, pushing, misuse of medication, restraint, inappropriate physical sanctions
Domestic abuse	Including psychological, physical, sexual, financial, emotional abuse, so called 'honour' based violence
Sexual abuse	Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, sexual assault, sexual acts to which the adult has not consented or was pressured into consenting
Psychological abuse	Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, unreasonable and unjustified withdrawal of services or support networks
Financial or material abuse	Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, the misuse or

	misappropriation of property, possessions or benefits
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Modern Slavery	Encompasses slavery, human trafficking, forced labour and domestic servitude, traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment
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Discriminatory abuse	Is the unequal or unfair treatment of somebody based on a "protected characteristic" - age, disability, gender/ gender reassignment, sexual orientation, pregnancy/ maternity, race, religion or belief. It may manifest itself as another form of abuse, such as harassment, derogatory remarks or similar treatment
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Organisational abuse	Including 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. This may range from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of structure, policies, processes and practices within an organisation
Neglect and acts of omission	Including, 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

Covers a wide range of behaviour; neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

The following are not included in the Care Act 2014 but can also be harmful.

Proportionality	The least intrusive response to the risk presented
Protection	Support and representation for those in greatest need
Partnership	Local solutions through services working with their communities. Communities have a part to play preventing, detecting and reporting neglect and abuse
Accountability	Accountability and transparency in delivering safeguarding

Making Safeguarding Personal (MSP)

The adult at risk and/or their representative should be as involved as possible and to the extent to which they would like. MSP should be person-led and outcome-focused. It engages the person in a conversation about how best to respond to their safeguarding situation, in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety.

MSP is about seeing people as experts in their own lives and working alongside them.

Responsibilities of staff and volunteers

Barton Junior Football Club will appoint a designated protection person and a deputy designated protection person to act and liaise on safeguarding matters.

Paid staff and volunteers have a responsibility to be aware and alert to signs of abuse or neglect, or suspected abuse or neglect. They should talk to the designated person to see if there is a need to raise a safeguarding concern. They are not responsible for diagnosing, investigating or providing a therapeutic response to abuse. In addition, not all concerns relate to abuse, there may well be other explanations. It is important to keep an open mind and consider what is known and where possible speak to the adult concerned.

Signs and indicators of abuse and neglect

Abuse can take place in any context and by all manner of perpetrators. Abuse may be inflicted by anyone. There are many signs and indicators that may suggest someone is being abused or neglected. These include but are not limited to:

- unexplained bruises or injuries or lack of medical attention when an injury is present
- belongings or money going missing
- not attending when they usually attend and it is unusual for them not to do so
 - losing or gaining weight or an unkempt appearance
- a change in behaviour or confidence of a person
- evidence of self harm
- fear of a particular group or individual

- disclosure – they tell you they are being abused.

You should not limit views on what constitutes abuse or neglect as they can take many forms and the circumstances of the individual case should always be considered.

Remember to take the whole situation in to account - there may well be other explanations. It is important to keep an open mind and consider what is known and where possible speak to the adult concerned.

Disclosure of abuse

If an adult at risk discloses to you that they are being abused or any service user discloses that they are involved in abuse of an adult at risk, action should continue as in Section 10.

All

action must proceed urgently and without delay.

Suspicion of abuse

There may be circumstances when a volunteer or member of staff suspects that an adult at risk is being abused or neglected.

It is vital that anyone who suspects an adult at risk is being abused or neglected discusses the situation immediately with the designated protection person or deputy designated protection person.

Action on disclosure of abuse/making a referral

There should always be the opportunity to discuss concerns with, and seek advice from, managers and other agencies, but:

- never delay emergency action to protect an adult at risk
- where possible always involve the adult at risk and / or their representative
- always record any concerns and / or action taken
- the Adult Protection Team should be notified and a safeguarding concern submitted within 24 hours of the occurrence taking place
- you should always discuss the concern with the designated protection person or deputy designated protection person
- if the suspicions relate to the designated person, then the deputy, North Lincolnshire Adult Protection Team or the Police should be contacted.
- suspicions should only be discussed with the appropriate persons such as those named above.
- any person may report a concern to the Adult Protection Team irrespective of the opinion of others.

It is important to make written records of any incidents or concerns as soon as possible and if appropriate to include sketches of sites and sizes of injuries. It is also important to make a record of conversations with the adult using the same language especially names of body parts or sexual acts.

Managing the risk to staff and volunteers

Barton Junior Football Club undertakes to adopt best practice guidelines for recruiting volunteers and we further undertake to:

- specify what the role is and what tasks it involves
- request identification documents if appropriate
- as a minimum meet and chat with the applicant before they commence work
- where appropriate, when regular unsupervised contact with adults at risk is likely to take place, Barton Junior Football Club will request and check references and ask that individuals apply for a Disclosure and Barring Service (DBS) check

If an adult at risk is working or volunteering for the organisation, careful consideration needs to be given on how best to support the individual to reduce or remove safeguarding risks. These measures should be proportionate rather than restrictive and encourage the development of resilience and improved outcomes for the person.

Maintenance of records

Barton Junior Football Club

Retention	• For all concerns raised whether acted upon or not, a record should be kept for six years. • For concerns regarding staff or volunteers (even if they are no longer associated with the organisation) they should be kept on their personal file until retirement age 67 years old or for 10 years whichever is longer.
Storage	• All records are held by the Child Welfare Officer, in a locked storage facility with access restricted only to the Child Welfare Officer as the key holder. Only the Deputy Child Welfare Officer will have a key for this locked storage facility. Presently these are stored at the home of the Child Welfare Officer
Destruction	• All records will be shredded when out of date

E safeguarding and acceptable use policy for electronic equipment

No electronic equipment is owned or held by Barton Junior Football Club. Barton Junior Football Club is committed to only putting media on its online social media accounts when express permission has been granted by the young person (over 18) or the person's legal guardian. Social media is regularly monitored by the club's ICT officer for any behavior which may cause offense. We expect parents to monitor their children's use of social media to ensure nothing defamatory against person/persons is published which may bring the club into disrepute; anything of this nature will be brought forward towards the club's general committee.

Photos which are taken and used by the club are only done with a parent or guardian's consent and then only used for purposes in which they were taken (team photo etc on facebook)

Whistle blowing procedures

Barton Junior Football Club are committed to the highest possible standards of openness, probity and accountability. Barton Junior Football Club is committed to ensuring that all individuals have the ability to raise genuine concerns in good faith without fear of victimization, subsequent discrimination or disadvantage, even if they turn out to be mistaken.

In line with that commitment the Club encourages members and others with serious concerns about any aspects of the Club's work to come forward and voice their concerns. It is recognised that certain cases will have to proceed on a confidential basis.

The Chairman will designate a senior member of the Club to investigate the concerns and to submit a report of the said matter.

The report will be discussed with the individual(s) concerned and if no satisfactory conclusion is reached it will be forwarded to the Child Welfare Officer of Lincolnshire Football Association.

They will review the case and forward any decision to the person(s) concerned.

Contact Information

	Name Telephone Number
Main Contact for the Organisation	Vaughan Foster 07543 659546
Designated Protection Person	Kirsty Jenkins 07960 072785
Deputy Designated Protection Person	Vaughan Foster 07543 659546

National or support body for the organisation	Lincolnshire Football Association 01522 528088
North Lincolnshire Adult Protection Team Church Square House Church Square Scunthorpe DN15 6XQ	01724 297000
Police Non Emergency	101
Police Emergency	999