



Milton Keynes Dons SET

# Children Safeguarding Policy.

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MK Dons Sports and Education Trust (SET) is committed to safeguarding and protecting Children and young people (CYP) and fully accepts its responsibility for the safety and welfare of all CYP who engage with the charity. Simple flowcharts on how to respond to a safeguarding concern and what constitutes abuse and neglect can be found in Appendices.

## Introduction

This policy makes it clear that within MK Dons Football Club and MK Dons Sports and Education Trust, we all have a responsibility to safeguard children, young people to protect them from harm. These procedures aim to raise awareness of how to safeguard and promote the welfare of children, young people.

Leaders within MK Dons will:

- Monitor the application of this policy to ensure policy is working in practice
- Arrange and mandate regular training for all employees, which is appropriate to their role and responsibility
- Ensure lessons are learnt through their own regular evaluations and feedback from other agencies
- Respond to any concerns promptly which implicate SET employees.

## Definitions

For the purposes of this policy a child or young person is defined as follows: 'Any person aged 18 and under'

## Purpose

By following this policy and receiving appropriate training, people representing SET will:

- Be able to identify potential risks in their working environment and mitigate against these risks
- Know the different risks which young people might be exposed to and the signs which might suggest a participant is in need of help and/or protection

- Be able to respond appropriately to allegations, concerns and disclosures
- Understand the roles and responsibilities of other professionals and know what to do if they are concerned about the action's others have taken.

The welfare of CYP is of paramount importance and all CYP have a right to be protected from bullying and abuse regardless of their gender, race, disability, sexual orientation, religion, belief or age. Through the application of policy, procedures and best practice, the SET promotes the safety, welfare and well-being of all CYP enabling them to participate in any SET activity in an enjoyable, safe and inclusive environment. This equally applies to the safety and security of those working with and who are responsible for the activities involving CYP.

This Policy and Procedure should be read in conjunction with related SET policies and procedures.

## Scope

This Policy is for use across the SET and is to be observed by all those working and coming into contact with CYP to ensure best practice in safeguarding is promoted and adhered to. All activities undertaken by the SET are covered by this policy.

All trustees, employees, workers, consultants, agency employees and volunteers are made aware of the policy and procedures through induction and where appropriate their work with CYP is supported by a comprehensive on-going safeguarding training programme.

The SET ensures that employees are appropriately appointed, trained and supported so that they are able to safeguard CYP. We do this through the following mechanisms:

## Recruitment and Disclosure

As part of the SET's recruitment and selection process, offers of work for positions which come into contact with CYP are subject to a satisfactory self-declaration and a Disclosure and Barring Service check (DBS) as relevant, application form checks, appropriate references, right to work in the UK checks and original qualifications checked. All offers of work are subject to a satisfactory outcome to the rigorous screening process and until such time that all background checks are deemed as acceptable by the SET, the person concerned is not permitted to commence work.

All trustees, employees, workers, consultants, agency employee and volunteers in a position of trust are required to undergo regular DBS disclosure clearances, normally every three years or earlier if required.

Should any person's DBS reveal any cautions, convictions, community resolutions, warnings or final reprimands the SET will consider whether the nature of the offence/offences renders the person concerned unsuitable for working with CYP. In such circumstances, when the nature of any disclosure has to be considered, a risk assessment is carried out to evaluate the information contained within the disclosure certificate. The person may also be required to attend a risk assessment meeting with a Departmental Designated Safeguarding Officer (DepDSO) and/or a member of the club's Safeguarding Team prior to a recruitment decision being made.

Further information can be found in the SET's Recruitment Policy and Safer Recruitment Guidance available on the SET's intranet.

All new trustees, employees, workers, consultants, agency employee and volunteers working with CYP at the SET are required to complete a self-declaration on commencement of duties. When the SET uses suppliers or agencies to undertake its work, they are subject to rigorous vetting and safeguarding checks and required to adhere to the SET's policy and procedures as set out in their contracts or service level agreements where relevant.

## Induction and Training

During the induction process, trustees, employees and volunteers who work with or come into contact with CYP are required to attend the SET's safeguarding and protection training. Trustees, employees and volunteers also receive a copy of the policy and procedures documents and are required to sign an acknowledgement that they have read and agree to abide by them.

Workers, consultants, agency employee and volunteers who have roles that work with or come into contact with CYP will undertake training as appropriate. They also receive copies of the SET's Safeguarding policies and procedures and are expected to read and abide by them as set out in their agreements.

Refresher safeguarding training is provided every three years or earlier as required.

## Roles and Responsibilities

The SET has a comprehensive safeguarding structure which ensures the safety and welfare of all CYP who interact with the SET. For the purpose of this policy and procedure the Safeguarding Team consists of; Chair of the Trustees Senior Safeguarding Manager (SSM), Chief Executive Officer – Senior Safeguarding Manager (SSM); Designated Safeguarding Officer (DSO), Dept Safeguarding Officers (DepSO) and HR Administrator.

### *Senior Safeguarding Manager (SSM)*

Is responsible for all aspects of the SET and Club and to ensure safeguarding is a key priority at Board Level, and is responsible for providing SET- wide strategic leadership that assists the SET to deliver the safeguarding strategy, vision, values, priorities, policies, promoting the welfare of vulnerable groups, communicating at Heads of Department level.

### *Designated Safeguarding Officers (DSO)*

Responsible for the strategic and operational direction and, also, embedding safeguarding across the SET. This post is also lead point of contact should safeguarding concerns arise and the Lead Disclosure Officer.

### *Welfare Officer*

Responsible for all operational aspects and, also, embedding safeguarding in all of the SET related areas as well as being the lead point of contact in all those areas.

### *HR Administrator*

Responsible for ensuring all vetting checks including criminal record checks adhere to the SET's Recruitment Policy as well as legislation and governing body rules.

### *Departmental Safeguarding Officers (DepSO)*

Responsible for embedding safeguarding within their own departments as well as being the point of contact should a concern arise within their own departments.

### *Ongoing awareness*

Trustees, employees, workers, agency employee, consultants and volunteers are responsible for familiarising themselves with the SET's policy and procedures, ensuring the safety and welfare of all CYP. All adults who work with CYP are expected and encouraged to promote best practice, create a safe and inclusive environment and to prevent harm occurring by remaining aware of what constitutes abuse and neglect.

## Culture

A policy is only useful if it is applied consistently well. The SET is committed to developing a culture where all employees and volunteers are vigilant and work proactively to keep children safe. All employees and volunteers will recognise the importance of their own behaviour and will speak out if they are concerned that someone else is behaving in a way which may put others

at risk, even when they are certain that there is no intention to do so.

Employees and volunteers will refer all concerns to their line manager or the designated officer quickly and fully.

Employees and volunteers will work in tandem with schools and other partners to keep children safe while working in their setting. As well as discussing concerns with line managers, employees will be empowered to discuss concerns with appropriate leaders in the schools, colleges and other agencies where they are working. The SET has a positive history of participation and collaboration with our local safeguarding board MKSB and actively work with service users to shape and inform our practice and procedures

## **Online World**

Although the online world provides many benefits to CYP, there are also a number of potential associated risks:

- Inappropriate language or images;
- Online grooming;
- Cyberbullying; and
- Sexting

Further information about the online risks is contained in the SET's Safeguarding Social Media Policy and Procedure which can be accessed on the SET's intranet.

## **Radicalisation and Extremism**

Radicalisation and extremism of CYP is a form of psychological/emotional abuse. HM Government states that the aim of radicalisation is to attract people to a particular extremist ideology. In many cases it is with a view to inspiring an adult at risk to eventually become involved with harmful or terrorist activities. Radicalisation can take place through direct personal contact, or indirectly through social media. Extremism is defined as vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. SET aims to prevent radicalisation and extremism through training and educating CYP in activities undertaken with the SET.

## **Bullying**

Bullying is behaviour by an individual or group, repeated over time, that is intended to hurt another individual or group either physically or emotionally. SET recognise this as a safeguarding issue and therefore will not tolerate this in any form including employees to young person or peer to peer bullying. SET will therefore treat this in the same way it deals with all safeguarding issues through My Concern reporting and will deal with these instances in the same way as reports of abuse.

## **Use of Photography and Film**

MK Dons SET employees will only take pictures of participants to be used for advertising and promotion. The images/videos are for our use only and are not passed on to third parties. Pictures will not be stored on phones or tablets but uploaded to the SET photo folder on the shared drive to ensure no inappropriate use. All parents are asked to inform SET in writing if you have any objections.

## **Handling Disclosures and Avoiding Inappropriate Behaviour or Situations**

To ensure Children and Young People have the most positive and safe experience when engaging with the SET, all trustees, employees, workers, consultants, agency employees and volunteers should adhere to the following principles and action (to ensure they role model positive behaviours and so reduce the risk of potential allegations, abuse and neglect occurring):

- Listen carefully to CYP about his/her needs, wishes, ideas and concerns and take them seriously.
- Treat all CYP equally not showing favouritism;
- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets);
- Make the experience of the activity fun and enjoyable; promote fairness, confront and deal with bullying.
- Maintain a safe and appropriate distance with CYP and avoid unnecessary physical contact.
- Where any form of manual/physical support is required it should be provided openly and with the consent of the Children and Young People.
- If CYP have to be supervised in changing rooms always ensure coaches etc. work in pairs.
- Request written consent if the club are required to transport CYP using the club's Multi-Use Consent Form for any significant travel arrangements e.g. overnight stays.
- Employees maintain their qualifications and professional development;
- A qualified first aider is in attendance or readily available;
- Maintain appropriate professional relationships with CYP, including only engaging with CYP online with prior approval and through the SET's social media channels.
- On tours, ensure that adults should not enter a Child or Young Person's room unless there is a safety concern, in which case two adults should enter and should not invite CYP into their rooms.
- Be a good role model, this includes not swearing, smoking, or drinking alcohol in the company of CYP.
- Always give enthusiastic and constructive feedback rather than negative criticism;
- Promote the SET's vision and values and be an ambassador for those values;
- Ensure CYP adhere to their relevant Code of Conduct;
- Secure written consent for the SET to administer emergency first aid or other medical treatment if the need arises.
- Reward effort as well as performance;
- Challenge unacceptable or inappropriate behaviour.
- Encourage CYP to take responsibility for their own behaviour and performance.
- Keep a written record of any incident or injury that occurs, along with details of any treatment given or action taken using the SET's Accident and Incident Report Form on the Pyramid system
- Recording safeguarding concerns on the Safeguarding My Concern platform

This list is not exhaustive.

## **Handling Disclosures and Avoiding Inappropriate Behaviour or Situations**

The following are regarded as poor practice and should be avoided by all trustees, employees, workers, consultants, agency employee and volunteers:

- Unnecessarily spending excessive amounts of time individually with a Child or Young Person away from others.
- Being alone in changing rooms, toilet facilities or showers used by CYP;
- Taking CYP alone in a car journey unless a club pool vehicle is used, and written consent is sought from the club's

- Safeguarding Team for emergency situations.
- Taking CYP to your home or in a place where they will be alone with you, sharing a room with an CYP.
- Engaging in rough, physical or sexually provocative games, including horseplay;
- Allowing or engaging in inappropriate touching of any form;
- Allowing CYP to use inappropriate language unchallenged, Making sexually suggestive comments to a child or young person, even in fun, reducing a CYP to tears as a form of control.
- Allowing allegations made by a CYP to go unchallenged, unrecorded or not acted upon.
- Doing things of a personal nature that the CYP can do for themselves.
- Not recording safeguarding concerns on the Safeguarding My Concern platform
- Having CYP engaged with the SET as 'friends' or 'followers' within social networking sites such as Facebook, X (formally known as Twitter) and Instagram.
- Sending inappropriate text messages or social media messages to CYP
- Engaging with CYP on 'one to one' personal electronic communications.

This list is not exhaustive.

## Risk Assessments

For all SET activities including, trips, tours, events and activities, thorough risk assessments must be completed to identify and minimise potential risks. The SET's Health and Safety guidelines outlines the process to undertake when completing risk assessments as well as how to capture information regarding accidents and incidents and how the SET learns from such matters.

Where a CYP is involved in a trip, activity or event, a risk assessment must take account of his/her particular vulnerabilities whilst in the SET's care. The risk assessment should set out what arrangements are in place for his/her care and supervision and how risks will be minimised. Activity leaders will be required to continually update risk assessments whilst leading such activities.

## Supervision of Children and Young People

The SET adheres to best practise guidance from the local authority in relation to the supervision of SET employees or workers for CYP. Generally, there should always be a minimum of two SET employees or workers and ratio of one SET employee or worker to every fifteen CYP. Furthermore, it should be noted when planning that:

Particular activities may require more or less SET employees or workers to CYP ratios due to:

- Needs and capacity of the CYP;
- The nature of the activity and environment;
- Risk assessments or intelligence information identifying potential behavioural or other issues;
- Expertise and experience of the employee involved;

Should the ratio not be suitable, the SET's Safeguarding DepSO/ DSO will decide whether the activity or event takes place.

## Working with External Partners

The SET always ensures external partners and organisations we engage with promote the safety and welfare of CYP and this is outlined in contracts and/or service level agreements. External partners and organisations are required to

demonstrate competencies in safeguarding and the club assesses this through its own safeguarding audits. Where organisations do not have their own satisfactory safeguarding arrangements, they will be expected to comply with the SET's standards.

## Referrals

If the SET has safeguarding concerns in relation to an CYP or their Carers, SET will refer these concerns to external agencies as appropriate. External agencies include, but are not limited to children's social care, the police, health agencies, NCS, the Football Association, EFL Trust and the Premier League Community Foundation (PLCF).

## Confidentiality

Every effort should be made to ensure that confidentiality of safeguarding cases is maintained for all concerned. Information should be handled and disseminated on a need to know basis only which would not normally include anyone other than the following:

- The Safeguarding Team;
- The person raising the concern.
- The carer of the CYP who is alleged to have been abused, where appropriate.
- Local Authority and Police.
- Dependent on role, the National Governing Body.

Trustees, employees, workers, consultants, agency employee and volunteers may have access to confidential information about CYP in order to undertake their responsibilities. In some circumstances, trustees, employees, workers, consultants, agency employee or volunteers may be given highly sensitive or private information. Confidential or personal information about a CYP should not be used for their own or others advantage.

Confidential information about a CYP should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the CYP's identity does not need to be disclosed, the information should be handled anonymously.

There are some circumstances in which an trustee, employee, worker, consultant, agency employee or volunteers may be expected to share information about a CYP, for example when abuse is alleged or suspected. In such cases, trustees, employees, workers, consultants, agency employee and volunteers have a duty to pass information on without delay, but only to those with designated safeguarding responsibilities (DSO and Safeguarding Team).

If an trustee's, employee, worker, consultant, agency employee or volunteer is in any doubt about whether to share information or keep it confidential, guidance should be sought from the club's Safeguarding or Legal Team. The storing and processing of personal information about a CYP is governed by the Data Protection Act 2018.

## Information Sharing

The SET abides by the 7 guiding principles as set out by HM Government on sharing information:

1. The Data Protection Act 2008 and human rights laws are not barriers to justified information sharing but provide a framework to ensure that personal information about an CYP is shared appropriately.
2. Openness and honesty with the CYP (and/or their carer/family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek agreement, unless it is unsafe or inappropriate to do so;
3. Advice is sought from the club's Safeguarding and/ Legal Team if there is any doubt about sharing the

information concerned, without disclosing the identity of the CYP where possible.

4. Information is shared with informed consent where appropriate and, where possible, there is respect for the wishes of those who do not consent to share confidential information. Information will still be shared without consent if, in the SET's judgement, there is good reason to do so, such as where safety may be at risk. Judgement will be based on the facts of the case.
5. Safety and well-being of the CYP is always considered.
6. Information is only shared when it is necessary, proportionate, relevant, adequate, accurate, timely and secure to do so.
7. Records of the SET's decision to share information in relation to any reported concerns, with whom and the reasons are always recorded on the Safeguarding My Concern platform.

The SET will share information with the relevant statutory agencies, the English Football League Trust, Premier League Community Foundation National Citizen Service and FA where appropriate in relation to safeguarding cases.

## Review

The SET shall review this policy and procedures annually or whenever there is a change in legislation, guidance, governing body rules or learning from safeguarding cases.

## Procedure

Whenever in doubt, employees and volunteers should contact the one of the designated safeguarding officers on the numbers below for advice and guidance.

Designated Safeguarding Manager	Performance and Operations Director	Simon Crampton
Designated Safeguarding Officer	Chief of Executive	Maralyn Smith
Designated Safeguarding Lead	Head of Operations	Hannah Bladen
Designated Safeguarding Lead	Head of Community Football	Dene Walsh
Designated Safeguarding Lead	Head of Education	Lee Grice

If a child is in immediate danger or is at risk of harm, a referral should be made to MASH (Multi Agency Safeguarding Hub (MASH) at the Local Authority and/or the police immediately. Anyone can make a referral. Where referrals are not made by the designated safeguarding lead, the designated safeguarding lead should be informed as soon as possible that a referral has been made. The following table gives the telephone numbers employees should ring if they have concerns about a child in immediate danger or is at risk of harm:



	Milton Keynes
MASH Team	01908 6253169/70 or Out of Hours 01908 265545
LADO	01908 254300
Police	999 for emergency where there is immediate risk of harm to a child or adult at risk 101 for non-emergency calls
Adult Social Care (or if your concern is about a Adult at Risk)	01908 253772

If employees have any concerns about a child (as opposed to a child being in immediate danger) they will need to decide what action to take. Where possible, there should be a conversation with the designated safeguarding lead to agree a course of action, although any employee can make a referral to the MASH.

If anyone other than the designated safeguarding lead makes the referral, they should inform the designated safeguarding lead as soon as possible. The local authority should make a decision within one working day of a referral being made about what course of action they are taking and should let the referrer know the outcome. The designated lead should follow up on a referral should that information not be forthcoming.

If, after a referral, the child's situation does not appear to be improving, the designated safeguarding lead (or the person who made the referral) should press for reconsideration to ensure their concerns have been addressed and, most importantly, that the individual's situation improves. If any employee believes that any concerns are not being dealt with appropriately, they should follow the whistle blowing procedure which is detailed in the employee handbook. If you are unhappy with the outcome, or feel that your concern has not been taken seriously, you can contact the NSPCC Whistle blowing Advice Line on **0800 028 0285** or email our dedicated email **safeguarding@mkdons.com**

Actions where there are concerns about the conduct of an employee:

Please refer to the document: Dealing with allegations made against an employee/volunteer Actions where there are concerns about a child:

### Employee have concerns about the child

Referral not required. MK Dons SET takes relevant action possibly including early help and monitors

Referral made if concerns escalate

Designated safeguarding lead or **employee** makes referral to children's social care (and calls police if appropriate)

### Within one working day, social worker makes decision about type of response required

Child in need of immediate protection referrer informed

Section 47 enquiries appropriate: referrer informed

Section 17 enquiries appropriate: referrer informed

No formal assessment appropriate: referrer informed

### Next Actions

Appropriate actions taken by social worker, police or NSPCC

Identify child at risk or significant harm: possible child protection plan

Identify a child in need and offer appropriate support

MK Dons SET reviews how it can support & enable access to unveal services and other support

At all stages, **employee** should keep the child's circumstances under review and re-refer if appropriate, to ensure the child's circumstances improve - the child's best interests must always come first

**MK Dons SET Action**

**Other Agency Action**

## Responding to Disclosures and Concerns

It is not the responsibility of anyone within the SET to decide whether or not abuse has taken place. However, there is a responsibility to act on any concerns. The SET assures all trustees, employees, casual workers, agency employee, consultants or volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague or another is, or may be, abusing a CYP.

If an CYP informs you directly that they are concerned about another person's behaviour towards him/her, this is known as a disclosure. In this situation the following steps should be taken:

- Take the CYP to a safe and quiet place;
- React calmly so as not to frighten the CYP;
- Tell the CYP that he or she is not to blame and that he or she was right to tell you;
- Take what the CYP says seriously and do not be judgemental;
- If emergency medical treatment is needed, telephone for an ambulance;
- Avoid leading the CYP in discussion and keep any questions to the absolute minimum. Ask only what is necessary to ensure a clear understanding of what has been said;
- Reassure the CYP but do not make promises of confidentiality or outcome;
- No contact should be made with the alleged abuser, particularly if this is another CYP or the carer of the alleged victim;
- Do not commence an investigation into the incident;
- Refer the concern to the Safeguarding Team immediately;
- Make a record using the SET's Safeguarding My Concern platform

## Preserving the Evidence

Your first concern is the safety and welfare of the CYP. However, your best efforts to preserve evidence are vital especially if any police investigation is required. What you do or do not do in the time whilst you are waiting for the police to arrive may make all the difference. Below are some helpful points:

In situations of physical and/or sexual assault:

- In physical abuse cases, where an CYP wishes to show you an injury, only observe what he/she consents to show you and what is appropriate.
- Do not touch what you do not have to. Wherever possible leave things as they are.
- Do not clean up;
- Do not wash anything or in any way remove fibres, blood etc. If you do have to handle anything at the scene, keep this to a minimum.
- Do not touch any weapons unless they are handed directly to you. If this happens, keep handling to a minimum. Place the items/weapons in a clean dry place to hand to the police.
- Preserve anything that was used to comfort the abused CYP, for example a blanket;
- Secure the room. Do not allow anyone to enter unless strictly necessary to support you or the potentially abused CYP and/or the alleged perpetrator, until the police arrive.

- Prior to the arrival of the police and medical examination:
  - Ensure that no one has physical contact with both the abused CYP and the alleged perpetrator as cross contamination can destroy evidence.
  - Encourage the victim not to shower.
  - Encourage the victim not to change clothing.
- Encourage the CYP not to eat or drink if there is a possibility that evidence may be obtained from the mouth

### **Managing Allegations against Trustees, Employees, Consultants, Agency Employee and Volunteers**

Should a concern arise about an trustee, employee, worker, consultant, agency employee or volunteer's conduct in relation to an CYP, this should be reported to the SET's Safeguarding Team who will take such steps as considered necessary to ensure the safety of the CYP in question and any other person who may be at risk. The trustee, employee, worker, consultant, agency employee or volunteer raising the concern should complete the SET's Safeguarding Concern Form via My Concern. When managing an allegation against a trustee, employee, worker, consultant, agency employee or volunteer the Safeguarding Team will follow this process:

- The allegation will be referred to the Milton Keynes Safeguarding Hub Team and/or the Police.
- The carers of the CYP will be contacted as soon as possible, if applicable, following advice from statutory agencies.
- Senior Management will be notified and if applicable the Premier League Community foundation, National Citizen Service
- English Football League Trust and the FA.
- If a member of the Safeguarding Team is the subject of an allegation, the report must be made to the Human Resources
- Director who will refer the allegation to the appropriate statutory agencies.

If required, a full investigation and possible disciplinary action in accordance with the SET's Disciplinary Policy for employees will follow. Trustees, workers, consultants or agency workers may have their Agreements terminated.

- Referrals as appropriate will be made to the Disclosure and Barring Service (DBS)

### **Managing Concerns for a Child or Young Person**

Any concern relating to the bullying or abuse of a CYP by another CYP must be dealt with through this Policy and Procedures. Any such concern should be reported immediately to the DSO who will inform the Safeguarding Team.

### **Making a Referral**

All employees, workers, consultants, agency employee and volunteers should complete the SETs Safeguarding Concern Form on My Concern portal after referring any case to the DSO and/or Safeguarding Team. The Safeguarding Team will contact the relevant Local Authority Safeguarding Team completing their Referral Form and update the Safeguarding Concern Form for the SET's records.

### **What to do if a Child or Young Person is in Danger of Immediate Harm**

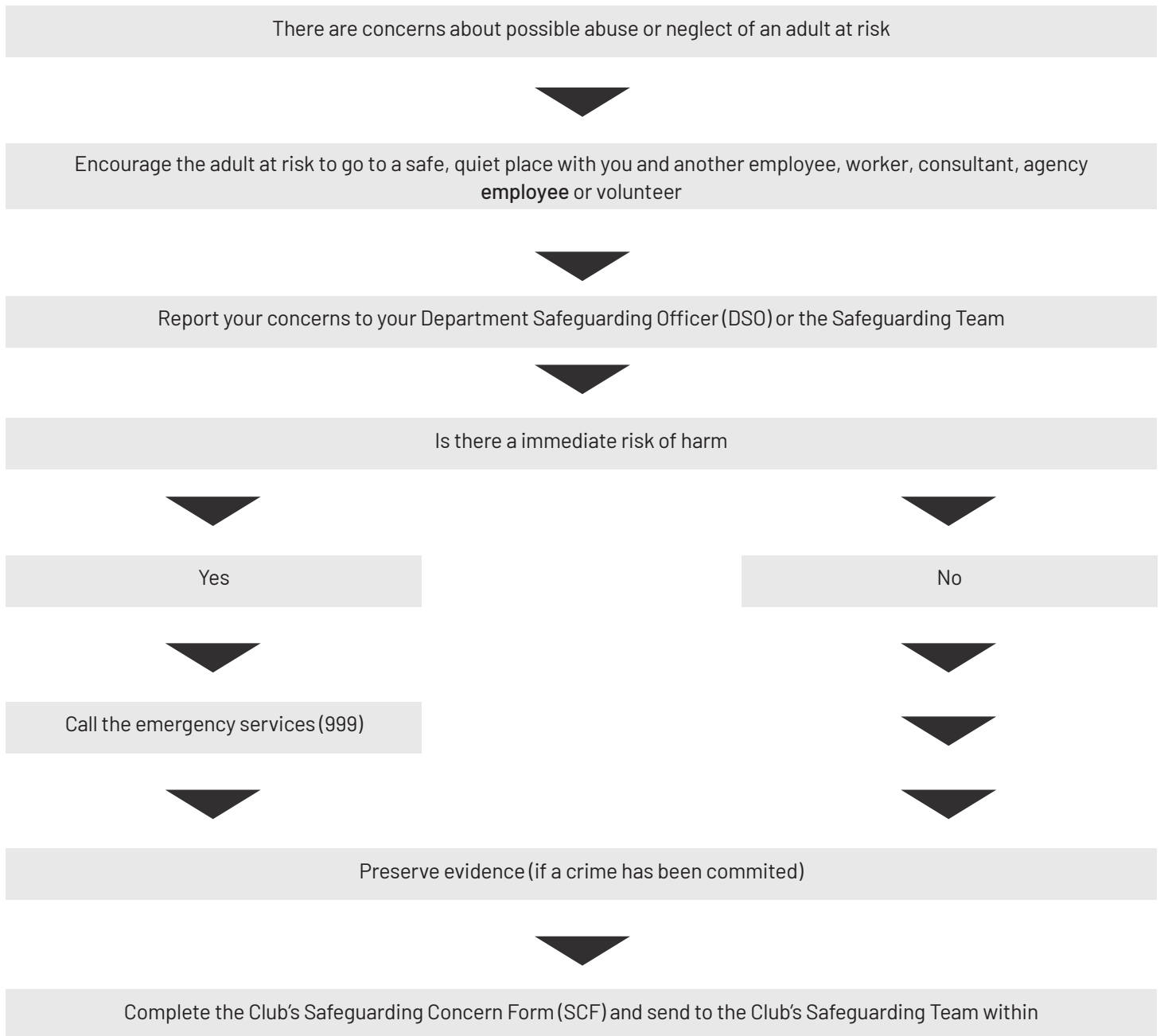
The first priority is to ensure the CYP is in a safe place away from any alleged perpetrator. Emergency services should be summoned whenever a situation is felt to be beyond the control of employees, casual workers, agency employee, consultants or volunteers. In addition, employees, workers, consultants, agency employee and volunteers should have, readily available,

all the contact numbers of the SET's Safeguarding Team, DSOs, colleagues, or other services which can assist in an emergency or urgent situation.

Report the matter to the SET's Safeguarding Team and/or SSM at the earliest opportunity. In the absence of the SET's Safeguarding Team and/or SSM, contact the Milton Keynes Council MASH (Multi Agency Safeguarding Hub) (telephone **01908 253169/70**) and/or the police on 101 for help and to ensure the correct procedure is followed.

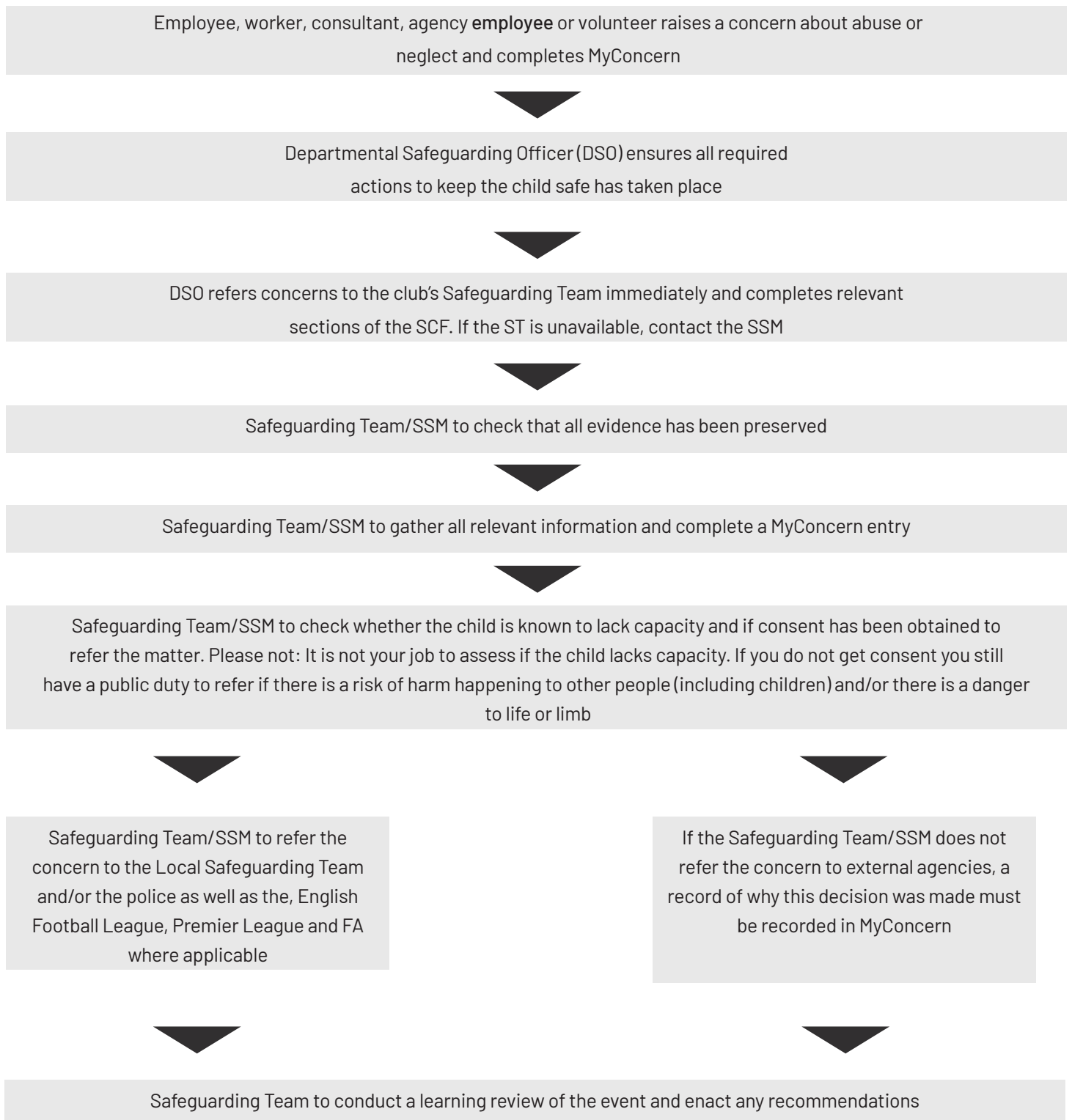
## Appendix 1

Flowchart for employees, workers, consultants, agency **employee** and volunteers who raise a concern about an adult at risk.



## Appendix 2

Flowchart for Departmental Safeguarding Officers (DepSO) and Safeguarding Team (ST) making a referral



## Appendix 2

Allegations against employees, workers, consultants, agency **employee** or volunteers  
flowchart

Employee, worker, Safeguarding allegation raised about the conduct or behaviour of an employee, worker, consultant, agency **employee** or volunteer

Is the concern about a member of the Safeguarding Team?

Yes

No

Inform the SSM immediately and the person raising the concern should complete MyConcern entry as soon as possible after the incident and send to the SSM within 24 hours

Inform the Safeguarding Team immediately and the person raising the concern should complete MyConcern as soon as possible after the incident and send to the Safeguarding Team within 24 hours

Safeguarding Team or SSM (if allegation is against a member of the Safeguarding Team) decides whether the employee, worker, consultant, agency **employee** or volunteer has:

- Behaved in a way that has harmed or may have harmed the child;
- Possibly committed a criminal offence in relation to the child;
- Behaved towards an adult at risk in a way that indicates he/she is unsuitable to work with the child

Safeguarding Team or SSM completes the MyConcern entry

Safeguarding Team/SSM contact Milton Keynes Councils Safeguarding Unit and/or police for advice and support. The safeguarding Team/SSM will act on the advice of Milton Keynes Council Safeguarding Children's Unit and/or the police. The club will also inform the English Football League and FA

The club will decide whether to suspend the employee, worker, consultant, agency **employee** or volunteer pending the statutory investigations and inform Milton Keynes Council Safeguarding Unit and/ or Police of the club's decision

Once any statutory investigations are concluded or where appropriate in parallel, the club will undertake its own investigation and decide what sanction should be taken against the employee, worker, consultant, agency **employee** or volunteer. If the employee, worker, consultant, agency worker or volunteer is removed from their role in working with children, a referral will be made to the Disclosure and Barring Service (DBS)

Any learning and recommendations from the case will be implemented

## Appendix 4

Categories of abuse and neglect as defined by the Care and Support Statutory Guidance (2014)

Neglect and acts of omission	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.
Sexual abuse	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 or was pressured into consenting.
Physical abuse	Assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanction.
Psychological/emotional abuse	Emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
Discriminatory abuse including hate crime	Forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
Financial or material abuse	Theft, fraud, internet scamming, coercion in relation to an adult at risk's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
Organisational abuse	Neglect and poor care practice within an institution or specific care clubting 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 on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
Domestic violence	Psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence; female genital mutilation; stalking and forced marriage.
Modern Slavery	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
Self-neglect	Neglecting to care for one's personal hygiene, health or surroundings and includes-behaviour such as hoarding.



## Appendix 5

### Club Policies and procedures and relevant legislation

#### Other applicable club policies and procedures

- Bullying and Harassment Policy
- Data Handling and Protection Policy
- Disciplinary Policy
- Equality, Diversity and Inclusion Policy
- Grievance Policy
- Health and Safety Policy
- Modern Slavery Policy
- Safeguarding Children and Young People Policy and Procedures
- Whistleblowing Policy

#### Key Government Initiatives and Legislation

- Achieving Best Evidence 2002
- Care Act 2014
- Equality Act 2010
- Human Rights Act 1998
- Mental Capacity Act 2005
- Modern Slavery Act 2015
- Protection of Freedoms Act 2012
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Data Protection Act 2018
- These lists are not exhaustive.

## Appendix 6

### Key Safeguarding Contacts

ROLE	NAME	CONTACT
Designated Safeguarding Manager	Simon Crampton	01908 622996 07834463170 simon.crampton@mkdons.com
Designated Safeguarding Officers	Maralyn Smith	01908 622893 07584706247 maralyn.smith@mkdonsset.com
	Hannah Bladen	07436938232
	Dene Walsh	07765203590
	Lee Grice	07818344729
Welfare Officer	Rhianna Jones	01908 622911
HR Administrator	Rhianna Jones	01908 622911
MK Council		Monday to Friday 8.30am – 5.00pm 01908 253772
Monday to Friday,		Out of hours 5.00pm – 9.00am Weekends and Bank Holidays 24 hours 01908 725005 ascat@milton-keynes.gov.uk
Thames Valley Police		Emergencies 999 Non-Emergencies 101

## Appendix 7

### Glossary

CYP	Children and Young People
DBS	Data Barring Service (Criminal Records Check – safeguarding)
SSM	Senior Safeguarding Manager
DSO	Designated Safeguarding Officer
DepSO	Department Safeguarding Officer
MASH	Multi-Agency Safeguarding Hub
LADO	Local Authority Designated Officer