



# CARSHALTON ATHLETIC FC

## Child Protection and Safeguarding Policy

### Introduction

Carshalton Athletic acknowledges and accepts, as one of its responsibilities, the well-being and safety of those children and young persons who partake in activities whilst attending Carshalton Athletic programmes. It does so in the belief that placing their welfare at the centre of its concerns, provides a solid foundation for the development of young persons and for good Child Protection and Safeguarding practice. We are committed to creating a safe, supportive, and caring environment where every child and young person is valued and protected from harm. Our primary concern is always the safety, health, and well-being of the children and young people we work with.

### Summary

Carshalton Athletic objectives for the development of children and young people developing in football and accessing education programme are to:

- Promote and support good outcomes in terms of health, development and educational achievement for all children in turn raising both physical and mental wellbeing
- Recognise the significance of cultural diversity
- Acknowledge its responsibility to set high sporting and social standards of behaviour, be honest and take the feelings of others into account
- Celebrate children's success and recognise achievement, effort and good behaviour
- Provide a disciplined and progressive environment where children will work together taking a pride in themselves and their surroundings

### Safeguarding

Carshalton Athletic recognises and accepts its responsibility for the safety and well-being of those children and young people who come within the care of the organisation and its staff. It is also recognised that the Children Services Department, the NSPCC and the Police have a statutory duty to protect children and young persons at risk. Carshalton Athletic accepts that it must work in partnership with these agencies when a safeguarding issue arises.

The aims of Carshalton Athletic are to:

Develop a positive and proactive approach to safeguarding in order to best protect all children and young people who play sport or engage in associated activities, enabling them to participate and achieve in an enjoyable and safe environment.

Facilitate the provision of a range of child protection and awareness training for staff in conjunction with guidance from JACE Training, the FA, Local Safeguarding Children Boards (LSCBs) and Cognus.

Demonstrate best practice in the area of safeguarding the welfare of all children and young people engaged in activities delivered and supported by Carshalton Athletic.

Ensure all staff working with children, young people and vulnerable adults complete an enhanced Disclosure & Barring Service check (DBS) every three calendar years.

Promote ethical work with children and young people.



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The key principles underpinning this Policy are that:

- provide protection for all children and young people whilst in a safe and secure environment.
- provide all staff with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing or be at risk of harm.
- To follow a systematic means of monitoring of children known or thought to be at risk.
- To promote effective multi-agency working.
- To ensure parents have the reassurance and understanding that Carshalton Athletic is committed to protect the children in their care.

Carshalton Athletic has a clear role to play in safeguarding children and young people by protecting them from, physical, sexual or emotional harm and from neglect or bullying. This applies to all staff working for Carshalton Athletic whether in a paid or voluntary capacity.

All staff, volunteers and board members have a duty to safeguard and promote the welfare of children. They must:

- Be vigilant in identifying safeguarding concerns.
- Report any concerns about a child's welfare immediately to the DSL or CWO.
- Take part in mandatory safeguarding training.

'Keeping Children safe in education' (2025) states that everyone who comes into contact with children and families has a role to play in ensuring safeguarding and promoting the welfare of children, which is defined as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether that is within or outside the home, including online;
- preventing impairment of children's mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
- taking action to enable all children to have the best outcomes.

Keeping Children Safe in Education 2025 also states that those in regulated Activity, who work directly with children, must read at least Part 1 of Keeping Children Safe in Education (legally required to do so)

### ***Our Core Safeguarding Principles***

In 'Voice of the child: Learning Lessons from Serious Case Reviews' (Ofsted, 2011) Children are clear what they want from adults and practitioners, therefore it is important that we reflect this in all that we strive to achieve, therefore making them our core principles, as set out below:

- Be vigilant – adults notice when things are troubling the children.
- Understanding and action – to understand what is happening – to be heard and understood and to have that understanding acted upon.
- Stability – to be able to develop an ongoing stable relationship of trust with those helping them.
- Respect – To be treated with the expectation that the adult or practitioner is competent in their skills.
- Information and engaging – to be informed about and involved in procedures, decisions, concerns,

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and plans.

- Explanation – to be informed of the outcome of assessments and decisions and reasons when their views have not met with a positive response.
- Support – support provided to child as well as a member of their family.
- Encouragement – to be provided with encouragement to assist them in putting forward their views.
- Protection – To be protected against all forms of abuse and discrimination and the right to special protection and help if a refugee.

### Key Definitions

Individuals may not always be able to or feel confident to express their abuse, or even understand that they are being abused. Therefore, it is extremely important that staff are able to firstly understand the various different types of abuse a child/ young person may encounter and secondly the signs and symptoms that they may display.

Types of abuse/safeguarding concern an individual may encounter include:

**Safeguarding** is what we do to prevent children from suffering or coming to harm.

**Child protection** refers to activities undertaken by the school to protect children suffering from harm or likely to suffer from harm. A child includes anyone under the age of 18.

**Harm** means the ill-treatment or impairment of a child's health and/or development, including that caused as a result of witnessing the ill-treatment of another person and we understand that not all children will choose to talk, but may communicate through different ways. We will always be aware of and alert to any possible indicators that a child is suffering harm.

**Neglect** is a form of abuse and is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. This also includes ill-treatment that is not physical as well as the impact of witnessing ill-treatment of others for example with regards to witnessing domestic abuse.

**Abuse** is a form of maltreatment of a child that covers inflicting harm or failing to prevent the infliction of harm.

### Types & Definitions of Abuse

#### **Physical Abuse**

This includes hitting, burning and biting, giving children alcohol, inappropriate drugs or poison, attempt to suffocate or drown young children, excessive or inappropriate training regimes and use of drugs to enhance performance or delay puberty.



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### **Neglect**

This includes failure to meet a child's basic needs (e.g. for food, warm clothing etc.) leaving children alone or unsupervised and or fail to ensure children/young people are safe or expose them to undue extremes of weather or risk of injury (e.g. through unsafe equipment).

### **Emotional Abuse**

This can include persistent lack of love and affection, children that are constantly threatened or taunted, parents or coaches whose overwhelming ambition exceeds that of the child and persistent disregard of a child's effort or progress.

### **Sexual Abuse**

This includes situations where adults use children to meet their own sexual needs. This includes sexual intercourse, masturbation, oral sex, anal intercourse or fondling, as well as showing pornographic videos or magazines, or taking photos of children for inappropriate use.

### **Bullying**

It is now recognised that, in some cases of abuse, the abuser may not always be an adult but could be a child. Bullying may be seen as deliberate, hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

### **Child Sexual Exploitation (CSE)**

Coercion or manipulation of children for sexual purposes.

### **Domestic Abuse**

Exposure to or involvement in domestic violence.

### **Radicalisation and Extremism**

Vulnerability to being influenced by extremist ideologies.

- FGM (Female genital mutilation)
- Cyber Bulling
- Online Abuse
- Grooming
- Apprentice Trafficking
- Gangs & Violence
- Drugs & Alcohol
- Peer on Peer
- Up skirting
- Breast Ironing
- Criminal exploitation / Grooming
- Mental health
- Trauma and attachment
- Disguised compliance
- Hidden Children
- Children and the court system
- Abusive relationships

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### Understanding a possible Safeguarding Concern

- A child or young person may make a direct allegation about their abuse.
- A child or young person may make a comment to suggest a form of abuse.
- A child or young person may have bruises or marks to suggest a form of abuse.
- A child or young person's behaviour may significantly change to suggest a form of abuse or mental/health issues.
- A child or young person is at risk of extremism, radicalisation and or exploitation from their family, friends, or community.
- The behaviour of an adult/parent/carer may raise questions about their suitability to care of or be unsupervised in the presence of children.
- Family circumstances which may suggest the child or young person is not being cared for appropriately.
- Staff member's child/family member is involved with the police/social services which may question their suitability to work with children.
- Multi agency involvement working with the child or young person and/or family.
- A child or young person is at risk of slavery, trafficking and or exploitation.
- Is showing signs of being drawn into anti-social, criminal behaviour such as gang involvement and associated crime groups.
- Family circumstances affecting a child or young person's care such as: drug abuse, alcohol abuse, adult mental health issues and or domestic abuse.
- A child or young person may be at risk of forced marriage, faith abuse or Female genital mutilation.
- A child or young person is being bullied and or cyber bullying.
- A child or young person may be using electronic devices to communicate inappropriate sexual behaviour and language (such as sexting).
- A child or young person is being groomed using electronic devices or by a family friend/relation.
- A child or young person is consistently absent or missing from home, care, and education.
- A child or young person is self-harming, abusing drugs or alcohol.
- A child and young person is abusing another child or young person.

### APPENDIX 1 - Early Help & What is an Early Help Assessment

### Safer Recruitment

Carshalton Athletic recognise the importance of Safer Recruitment being the first process in safeguarding children. All staff whether they are full time, casual or voluntary should undergo the following procedures:

- Deter unsuitable applicants at every stage of the recruitment process by providing clear messages about the settings vigilance relating to safeguarding responsibilities.
- Reject unsuitable applicants by adopting a robust approach to selecting the right candidates to interview including pre-interview employment history checks and appropriate selection techniques, to include previous staff HR records, and a well prepared and properly trained selection panel.
- Attend an interview
- Provide two references from two different professional sources
- If working with young people, undergo an Enhanced Disclosure and Barring Service (DBS) check producing the necessary documents

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- Carshalton Athletic will ensure all staff have an opportunity to attend free courses where appropriate delivered by external organisations
- The DBS Certificate has to be renewed every three years
- All staff will be required to familiarise themselves with the content of their job descriptions around their responsibilities for safeguarding children.

*See Safer Recruitment Policy*

### **Disclosure and Barring Service (DBS) disclosures and ongoing suitability checks**

In most cases DBS checks are to be carried out before staff are recruited. A person may be required to work under supervision, in pairs if disclosure is not received by the start of employment date. However, we do always expect two staff with the students in the setting and staff who are in the process of obtaining a DBS MUST NOT be left alone under any circumstances.

All staff, volunteers and students MUST declare any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with apprentices. This is a legal requirement and non-disclosure could result in immediate dismissal. Staff suitability is to be re-assessed on an annual basis through suitability checks and staff are also to be given the opportunity to declare unsuitability in monthly supervisions with their line manager.

CAFC commits to take appropriate action should a staff member be found to be unsuitable to work with children, and to declare this to relevant agencies. Any issues relating to concerns raised over disclosures on the DBS will be discussed in terms of the risk that disclosure poses to children by the club Chairman.

### **Suitable staff training**

It is extremely important that staff have the knowledge and understanding of safeguarding, recognising the signs of abuse and how to respond and appropriately act. Therefore, CAFC commits to giving all staff adequate training to ensure they are prepared for procedures they should adopt in the event that they suspect a child or individual may be experiencing or be at risk of harm. Safeguarding training will be mandatory for all staff and must be achieved within the first 6 months of employment, this training must then be updated annually. As well as Safeguarding training staff are also expected to hold certificates in Prevent Duty, Keeping Children safe in Education, online safety.

### **Online Safety**

We are committed to ensuring that students are safe online. Our approach includes:

- E-safety Education: Educating students about online safety, the risks of social media, cyberbullying, and how to report online abuse.
- Monitoring: Regularly monitoring students' online activity through our safeguarding and IT policies.
- Reporting Online Abuse: We have a clear process for reporting online concerns, whether it relates to cyberbullying, sexting or online grooming.



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### Whistleblowing

Carshalton Athletic is committed to developing a culture where staff are encouraged and supported fairly to raise issues and concerns and are involved in helping to resolve them. The promotion of open honest management and team support cannot be overemphasised. Staff have a responsibility to report things that are not right, are illegal or if anyone at work is neglecting their duties. In the first instance staff are encouraged to voice concerns to their line manager or DSL or CWO.

Whilst CAFC will make it a priority to effectively deal with all staff concerns, In the event that an employee whistle blows but is not confident in the actions that have been taken by the company, they must feel confident in order to escalate and seek advice from other agencies. Contact details for advice lines are:

NSPCC Whistleblowing: Telephone: 0800 028 0285

OFSTED Whistleblowing: Telephone 0300 1233155, Email [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)

*See Whistleblowing Policy*

### Designated Person

Carshalton Athletic in line with statutory policies and procedures has appointed a designated person to deal with first reports of poor practice or abuse. This person will be known as the Designated Safeguarding Leader (DSL) or Club Welfare Officer (CWO). The club has multiple qualified DSL's and CWO's that take responsibility for all child protection issues/concerns and will have responsibility committing resources and for supporting and directing other staff.

### Identification and Referral of Child Abuse

The protection of children is the proper concern of everyone in a position to help. All staff and volunteers at Carshalton Athletic who are involved with children and young persons will be made aware of how to recognise child abuse and make appropriate referrals to the Designated Safeguarding Leader. Training in this will be provided by Carshalton Athletic in the form of an accredited "Safeguarding Children" course. All staff will have to renew this every 2 years as a minimum.

### Reporting Procedures for staff

If there are concerns about a child then report this to the Carshalton Athletic Designated Safeguarding Leader or Club Welfare Officer.

If there are concerns regarding the possible abuse of images or the use of inappropriate images please report this to the Designated Safeguarding Leader or Club Welfare Officer..

If the issue is one of poor practice then Carshalton Athletic Designated Safeguarding Leader will either:

- Deal with the matter internally

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- Seek advice from other authorities.

If the concern is one of abuse then the Carshalton Athletic Designated Safeguarding Leader will either contact the Police or the Multi-Agency Safeguarding Hub (MASH) or both depending on the nature of the concern.

### The 5 R's

If you have a concern about an individual, it is important to remember and follow the 5 R's:

1. **Recognise** the signs and symptoms.
2. **Respond** to your concerns.

When an individual reports or indicates that they are suffering/have suffered harm through abuse, how an adult reacts and responds can be crucial. It is important that the individual feel safe and secure to be able to disclose their experience, therefore it is important that practitioners remain patient, focus on what it is they are being told, and reassure the individual. Staff must not ask any leading questions but try to gain facts. They must not make false promises to the individual e.g., promising to keep their secret, however, explain to them about what will be done next with a lot of reassurance that they have done the right thing.

Individuals may not always have the communication to be able to disclose information to staff. Therefore, consideration should be given to additional support/tools and guidance that may be necessary.

3. **Report** to the designated safeguarding lead (DSL) or Club Welfare Officer (CWO).

You must report your concerns to the DSL / CWO as soon as possible/immediately. It is a practitioner's responsibility to ensure that the concerns that they are reporting are being acted on. Practitioners have the right to follow up on the concerns that have been raised and if they do not feel that the concerns are being managed appropriately, they are escalated to the next appropriate person e.g. another CAFC DSL or CWO.

4. **Record** the factual evidence on a safeguarding incident sheet and/or body sheet.

Concerns highlighted will be reported on a Safeguarding Incident Report, the Safeguarding Incident Report must be written clearly, include all the facts only and where applicable a body sheet completed immediately. Information recording will then continue to be essential throughout the whole process, there must be a detailed timeline of events and written reports of the communication between professionals.

**Low Level Concerns** will be monitored and recorded on an incident sheet and kept in the Safeguarding File for future reference. All Low Level concerns will be discussed with the safeguarding & welfare team for advice.

5. **Refer or Re-refer** your concerns to an agency.

Communication to the Local safeguarding Partnership must be made within 24 hours of any concerns where an individual is at risk, **however if there is a concern that the individual is at risk of immediate danger Police are to be contacted immediately on 999.**

The DSL will contact the parent/carer of the individual and arrange a meeting as a matter of urgency, and or discuss concerns over the telephone (depending on the severity of the marks/bruises/raised concern/allegations or disclosure, if contacting the parent/carer will proceed to put the individual in immediate danger DSL will go straight to appropriate agency.)

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### APPENDIX 2 - Contacts

#### **Parent/Carers who appear unsuitable to collect their child.**

A parent/carer may arrive to collect a child and you may be worried about whether the parent/carer is suitable to take care of a child or young person. For example, they:

- Smell like they have drunk alcohol.
- Appear disoriented/or appear under the influence of alcohol/drugs.
- Does not appear well.

If you feel that a parent/carer should not be taking a child/young person out of the setting you can.

- Ask the parent if they feel okay or if they have been drinking.
- Sit them away from children and offer them a drink of water, tea, or coffee.
- Explain that unfortunately you must advise that they do not take their child home alone. Please remember we cannot stop a parent from taking their child, we can only advise (If the parent/carer is driving and they do not listen or respond to you and take the child you will immediately call the police on 999)
- Call their partner or husband/wife/emergency contact to collect the child and parent/carer.
- Explain on the phone that the parent/carer appears unwell and that you feel it would be safer that someone collects them.
- Do not put yourself or others at risk but if the parent/carers become quite aggressive or you feel that they are a danger to the child or yourselves then call the police on 999.
- Inform designated safeguarding lead.
- Record incident on a Safeguarding Incident report.
- Monitor the situation. if occurs frequently then we will need to follow our safeguarding policy and procedure.

#### **Prevent Duty**

The Counterterrorism and Security Act 2015 puts a duty on certain specified authorities and organisation to prevent people from being drawn into terrorism. This duty is known as the 'Prevent Duty'. It advises providers as to what to do if there are any concerns with/for a child, a young person, an individual or any families. The risk of extremism on a child's family or individual members of a family could impact on the safety of a child or young person. These concerns would need to be dealt with under the company's safeguarding and child protection guidance.

The company needs to ensure that staff are knowledgeable and able to identify whether a child, young person or individual is in danger of being radicalised and understand the appropriate steps to take. Staff are to have knowledge of the UK's Counter-Terrorism Strategy – CONTEST. Contest is split into four work streams which are known as the four Ps:

- **Prevent:** The purpose of Prevent is to stop people from becoming drawn into or supporting terrorism. This includes countering terrorist ideology and challenging those who promote it; supporting individuals who are especially vulnerable to becoming radicalised; and working with sectors and institutions where the risk of radicalisation is assessed to be high.
- **Pursue:** The purpose of Pursue is to stop terrorist attacks by detecting, prosecuting, and otherwise disrupting those who plot to carry out attacks against the UK or its interests overseas.
- **Protect:** The purpose of Protect is to strengthen protection against a terrorist attack in the UK or



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against its interests overseas and so reduce their vulnerability. The work focuses on border security, the transport system, national infrastructure, and public places.

- Prepare: The purpose of Prepare is to mitigate the impact of a terrorist attack where that attack cannot be stopped. This includes work to bring a terrorist attack to an end and to increase the UK's resilience so we can recover from its aftermath.

### What to do if you have concerns?

If you have any concerns a child, young person, their family member, and adults being radicalised or at risk of becoming an extremist then you need to:

1. Speak to your designated safeguarding lead.
2. Contact the relevant Local Safeguarding Board/Prevent Lead.
3. If the child, young person, or adult is not in immediate danger call 101 (the non-emergency police phone number).
4. If the child, young person, or adult is in immediate danger call 999.
5. You can also call the Department of Education dedicated telephone helpline (020-7340-7264) and ask for advice.

### Sutton Contact:

Concerns regarding a child:

Children's First Contact Service (CFCS)

Telephone: 020 8770 6001 or 020 8770 6072 (Out of hours: 020 8770 5000)

Email: [childrensfirstcontactservice@sutton.gov.uk](mailto:childrensfirstcontactservice@sutton.gov.uk)

### Concerns regarding an adult:

Abu Ullah, Hate Crime & Prevent Officer Hate Crime & Prevent Officer

Telephone: 020 8649 0672

Email: [abu.ullah@sutton.gov.uk](mailto:abu.ullah@sutton.gov.uk)

### Croydon Contact:

Croydon Single Point of Contact (SPOC)

Telephone: 020 8726 6400

Email: [Childreferrals@croydon.gov.uk](mailto:Childreferrals@croydon.gov.uk)

You will be contacted by the Prevent Coordinator who will obtain further information from you.

Croydon Assessment Team: 0208 726 6400 / 0208 239 4307

Croydon out of hours 0208 726 6400 / 0208 726 6000

### Merton Contact:

MASH

Telephone: 020 8545 4226 or 020 8545 4227 (Out of hours: 020 8770 5000)

Email: [Mash@merton.gov.uk](mailto:Mash@merton.gov.uk)



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### Managing allegations against staff and volunteers

It is essential that any allegation of abuse made against a member of staff/student/player is dealt with fairly, quickly, and consistently, in a way that provides effective protection for the apprentice and at the same time supports the person who is the subject of the allegation. Does the allegation suggest the alleged person 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
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children / pose a risk of harm

#### **The process will be as follows:**

1. Allegation immediately reported to the DSL / CWO. First reports can be made to the Designated Safeguarding Leader. The Designated Safeguarding Leader will be responsible for the recording all safeguarding issues and updating records kept about the latter and any referrals made. These records will be kept in a designated locked cabinet and only be accessible to the Designated Safeguarding Leader's. - SEE APPENDIX 2 for CONTACT DETAILS

2. Staff member removed from the area away from children, informed an allegation has been made and policies and procedures need to be followed. Reminder to staff member of confidentiality. DSL will **NOT** question staff or investigate the allegation until LADO has given instruction to do so.

3. Complete a Safeguarding confidential incident reporting form obtaining all details of the allegation from whoever the allegation has come from.

4. Settings DSL to clarify details of the allegation and reassure / inform of following Safeguarding Policies and Procedures. Inform person making the allegation that you will be referring allegation to LADO (Local Authority Designated Officer) or Surrey FA because you have a Duty of Care to report the incident.

5. Remove accused staff member from the premises (where practicable re-deploy to an alternative site that is away from children or it may be decided that the person is suspended on full pay pending further enquiries)

6. Call LADO / FA

7. DSL will take advice from LADO as to whether there will be a joint external investigation from LADO and Police, external investigation by LADO, or Jancett & JACE Training or FA can begin an internal investigation.

8. An internal investigation carried out by 2 senior staff with clear comprehensive written records may result in no further action, (and the accuser may need to be addressed) or disciplined because of an allegation being substantiated. If the staff member resigns or is dismissed, a referral must be made to DBS and the FA and LADO must be informed of the outcome of the discipline. DBS and OFSTED and FA will need to know the outcome of the disciplinary conclusion and next steps taken by the company, such as further training, 1:1 support.



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### Photographic Policy

- Carshalton Athletic will not allow photos or videos to be taken of children or young people unless the parent / carer has given consent.
- Parents and carers and the children and young people will be informed of the use of the images as well and where possible be given copies of these.
- When the image is used Carshalton Athletic will not identify the name of the child / young person unless the parent / carer has given consent.

*See Online Safety Policy*

### Codes of Conduct

Staff must always be mindful of the fact that they hold a position of trust, and by following policies and procedures their behaviour towards apprentices and individuals their care will reduce the risk of accountability. This Code of Conduct is not intended to detract from the enhancing experiences apprentices gain from positive relationships with staff. More importantly, it is intended to assist staff by offering guidance on expected conduct at CAFC.

All staff will be asked to sign a code of conduct which sets out the working practices and parameters of their responsibilities and engagement.

Where appropriate, parents / careers and children and young people will be asked to sign codes of conduct setting out their responsibilities and expected standards of behaviour. A clear list of sanctions is also available to view, setting out Carshalton Athletic responses to non-compliance to these codes.

*See Staff Code of Conduct*

### Discrimination

Carshalton Athletic will not accept any behaviour and or language which are considered to be discriminatory with prejudice or is oppressive towards any race, gender, culture, age, disability, religion, sexuality or political persuasion.

### Disabled Children and Vulnerable Adults

Children and young people with a disability are at an increased risk of abuse. This could be due to:

- Lack of peer group support
- Intimate / physical care / invasive medical care meaning that the young person does not know what is appropriate and inappropriate touch
- Communication difficulties

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- Difficulty in resisting and reporting abuse
- Multiple carers
- Dependant on a potential abuser for basic needs
- Having medical conditions that could be used to falsely explain non accidental injuries

Carshalton Athletic will ensure that staff working with disabled children and vulnerable young adults:

- Learn the child's / young person's communication methods
- Ensure the young person's needs are known
- Ensure care plans are in place
- Give the child or young person the opportunity to make informed choices
- Have clear strategies to deal with difficult behaviour

### Confidentiality

CAFC will ensure all staff understand that all safeguarding issues warrant a high level of confidentiality. This is not only out of respect for the child and staff involved but also to ensure that information being released into the public domain does not compromise any actions/investigations. Staff will only discuss concerns with the designated person or manager. That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

Staff must ensure when someone who calls the setting seeking information about a child/children, you must take their credentials and you will call them back clarifying they are who they say they are; ensuring that confidentiality is always paramount. You must never give information freely over the telephone, until you have called the person back and you have confirmed they are who they say they are.

*See Confidentiality Policy*

### Safety & Suitability of Premises

We endeavour to maintain the highest possible security on our premises to ensure that each student is safely cared for during their time with us. Settings are kept to a high standard complying with Health & Safety Laws, with trained members of staff with the knowledge and understanding of all safety aspects including, the completion and implementation of risk assessments, fire Safety and the procedures to follow in the case of an emergency.

*See Health & Safety Policy, Fire Safety Policy, Emergency Evacuation Policy, Lockdown policy and Risk Assessments*

**Policy created:** January 2020

**Created by:** Victoria Mannooch

**Revised:** September 2025

**Next revision:** September 2026



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### **APPENDIX 1 – Early Help & What is an Early Help Assessment?**

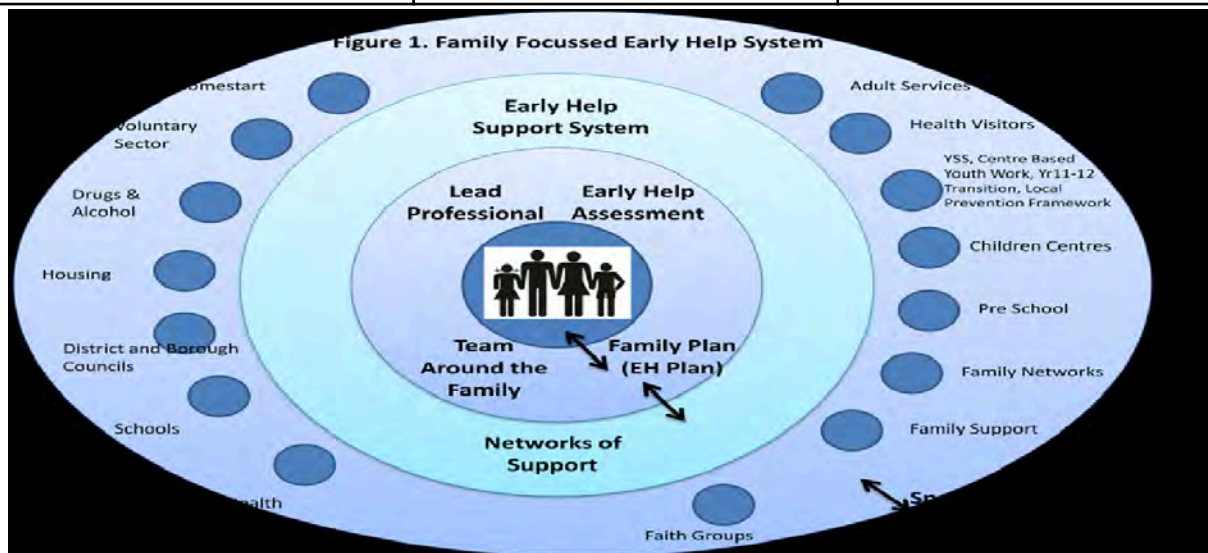
The early help assessment is a tool to help the early identification of individual and young people's emerging needs and strengths and promote coordinated, timely service provision. The assessment is a family-based assessment meaning that each individual's needs and strengths can be captured in one place, considering the whole family and its unique context.

Effective early help assessments ensure everyone works together and provides a forum for the whole family and the key professionals involved with them to form an assessment of the current situation of the individual or individual. This reduces the needs for families to repeat their stories and ensures that the right people are in place to quickly provide appropriate support and services.

The assessment should always be undertaken in a sensitive and supportive manner, it may seem a scary process for families, so you may need to speak to them a couple of times about the process.

#### **Early Help – Level of Need**

Level of need	Needs	Prevention
Level One	Universal	Agency provides universal prevention & addresses the entire population
Level Two	Early Help	Individual or individual at risk of diverting from expected outcomes
Level Three	Targeted Early Help	Vulnerable individual or individual requiring timely intervention
Level Four	Specialist	Vulnerable individual or individual requires specialist Help



Individuals and families may need help or support from a wide range of local organisations and other agencies. Therefore, staff must be vigilant and alert to the potential need for an individual or family to receive 'Early Help.'



# CARSHALTON ATHLETIC FC

## Child Protection & Safeguarding Policy

- An individual is disabled and has specific additional needs
- An individual has a special educational need – whether educational/health or care plan
- An individual is a young carer
- An individual is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups
- An individual is frequently missing/goes missing from care or home
- An individual is at risk of modern slavery, trafficking or exploitation
- An individual is at risk of being radicalised or exploited
- An individual is in a family circumstance presenting challenges for the individual, such as drugs and alcohol misuse, adult mental health issues or domestic abuse
- An individual is misusing drugs/alcohol or self-harming
- An individual has returned home to their family from care/is privately foster

### **Individual Protection**

It is important to establish the level of criteria and we must ensure that the Local safeguarding board are contacted to seek further support to establish the threshold of intervention.

**Section 17** of the Young Children Act 1989 – where a individual is in need

**Section 47** of the Young Children Act 1989 – where there is reasonable cause to suspect an individual is suffering or likely to suffer significant harm



# CARSHALTON ATHLETIC FC

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### **APPENDIX 2 –**

### **Guidance for staff on receiving a disclosure/allegation**

#### **RECEIVE**

- React calmly; be aware of your non-verbal cues or messages so as to avoid appearing shocked
- Believe what you are being told and do not question the authenticity of the child's account
- If you don't understand the child's communication method, reassure the child, and find someone who can
- Don't interrogate the child but instead observe and listen, using active listening techniques
- Don't stop a child who is freely recalling significant events
- Do not encourage the children to disclose concerns they may not be ready or able to provide full information.
- Keep responses short, simple, slow, quiet and gentle
- Don't ask leading questions
- Don't end the conversation abruptly

#### **REASSURE**

- Tell the child they are not to blame and have done the right thing by telling you.
- Tell the child what will happen next and be honest about what you can and can't do.
- Don't promise confidentiality; say to the child, 'Some things are so important I might have to tell them to somebody else to make sure you're safe' - remember that children are likely to be aware of which member of staff is responsible for safeguarding

#### **REACT**

- Explain what you have to do next and whom you have to tell.
- Inform the Designated Safeguarding Lead (DSL) or Child Welfare Officer (CWO) immediately



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### **APPENDIX 3 – CAFC Safeguarding Contacts**

#### **Designated Safeguarding Lead / Club Welfare Officer – Adult Teams**

Sarah Collett

email: [safeguarding@carshaltonathletic.academy](mailto:safeguarding@carshaltonathletic.academy)

mobile: 07501 690247

#### **Designated Safeguarding Lead / Club Welfare Officer – Academy**

Sarah Collett

email: [safeguarding@carshaltonathletic.academy](mailto:safeguarding@carshaltonathletic.academy)

mobile: 07501 690247

#### **Club Welfare Officer – Junior Teams**

Charlene Murphy

email: [cafcwelfare@gmail.com](mailto:cafcwelfare@gmail.com)

mobile: 07398 158289

#### **Board Safeguarding Champion**

Vicky Mannooch

email: [vickymannooch@carshaltonathletic.academy](mailto:vickymannooch@carshaltonathletic.academy)

mobile: 07501 690247