WALSALL FC FOUNDATION

Low Level Concerns Policy

Date:
Endorsed by: WFCF Board of Trustees

Signed:
Chair of Trustees

1. Introduction

This policy outlines Walsall FC Foundation's **('Charity')** approach to identifying, reporting, and managing low-level concerns, no matter how minor or vague, even if it is just a 'nagging doubt', that someone working for or on behalf of the Charity may have acted in a way that:

- is inconsistent with the Charity's values, Safeguarding policies, or professional standards;
- may indicate a breach of boundaries or inappropriate behaviour; and/or
- raises a concern about a person's conduct, even if it does not meet the threshold for formal Safeguarding procedures.

It is important to record ALL concerns, as low level issues may add up when recorded, but if there is no record then patterns of behaviour get missed and early and appropriate intervention is much less likely.

The Foundation will ensure all colleagues are equipped to identify and report low-level concerns and have appropriate training to support their understanding and responsibilities when it comes to Safeguarding. This policy should be considered in conjunction with the Charity's Safeguarding Children Policy and Safeguarding Vulnerable Adults Policy to ensure a consistent and comprehensive approach to Safeguarding.

2. Scope of the Policy

This policy applies to all Colleagues, regardless of their role, contract type, or seniority. For clarity, this includes casual workers, volunteers and those on short term work placements. In the case of contractors, we would require all Safeguarding procedures to be followed and applied i.e. relevant DBS Checks and adherence to the relevant Safeguarding practices.

3. Aims & Key Principles

Talking about low level concerns helps Walsall FC Foundation to act early, support safe working practices and protect everyone involved. By encouraging open and honest conversations, we can spot inappropriate or concerning behaviour before it becomes more serious, reduce the risk of harm, and make sure everyone understands and respects the professional standards and values expected at the Charity.

Examples of behaviour that could require reporting of a low level concern include, but are not limited to:

Category	Low Level Concern	Example
Health & Safety	Insufficient care to avoid injuries	Overtraining, inappropriate sessions for age/ability
	Ignoring Health and Safety Guidelines	Not wearing seatbelts in club transport
	Failure to record incidents/accidents	No written logs of injuries or safety breaches on MyConcern

Poor Delivery Practice	Unsafe or age-inappropriate coaching Failure to adapt for additional needs Providing unsafe/unsupervised coaching sessions	Overtraining, applying unnecessary pressure. Ignoring needs of disabled or vulnerable players No risk assessments, no other coaches present.
Behaviour & Attitude	Foul or abusive language Lack of respect to others Preferential treatment	Swearing at players, parents or officials. Being disrespectful to players, parents and officials. Repeatedly favouring certain players.
Boundaries & Conduct	Taking children to own home Transporting children inappropriately Sharing confidential information appropriately	Blurring professional boundaries Ignoring travel guideline and Code of Conduct Discussing private matters without consent
Reporting & Accountability	Allowing hazing or initiation practices Allowing allegations of abuse to go unchallenged Failure to respect children's opinions	Ignoring dangerous rituals Not reporting suspicions or disclosures Not listening or involving children in decision making

4. Sharing Concerns & Reporting

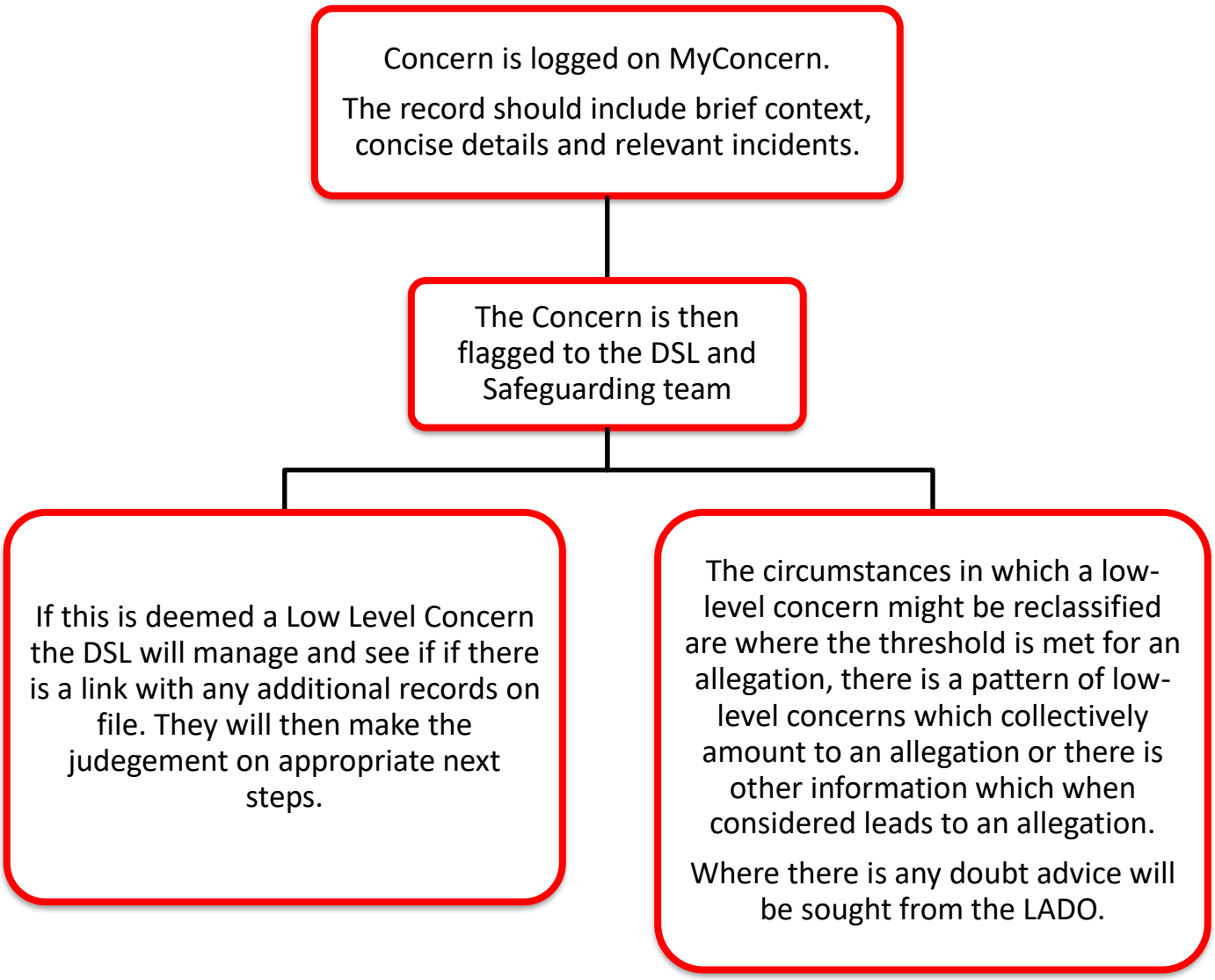
All concerns must be recorded as soon as possible, whether they arise during Charity activities or outside of them. When it is safe to do so and there is no immediate risk of harm, concerns should be reported promptly through the designated reporting system, such as scanning the QR code below or logging into the MyConcern portal.

Records must include the date, time, and a clear, detailed description of the concern. Wherever possible, include relevant information such as the Child or Adult at Risk's full name, date of birth, address, and any key contacts such as carers or family members. It is essential that concerns are shared and advice sought without delay. However, a lack of complete information should never prevent reporting, any concern must be logged promptly**.**

The Walsall FC Foundation Designated Safeguarding Lead, and Designated Safeguarding Officers or a will automatically be notified by MyConcern of any recorded incident and they will take appropriate steps to investigate.

Please refer to the flowchart in Appendix 1 for guidance.

Appendix 1 – Reporting Low Level Concerns Flowchart



WALSALL F.C.
FOUNDATION

Appendix 2 – Walsall FC Foundation Safeguarding Team

WALSALL F.C.
FOUNDATION
THE CLUB'S OFFICIAL CHARITY
1087147

SCAN TO REPORT A CONCERN

YOUR WALSALL FC FOUNDATION SAFEGUARDING TEAM



SUE LANE
Designated Safeguarding Trustee
sue.lane@walsallfc.co.uk



ADAM DAVY
Senior Safeguarding Lead
adam.davy@walsallfcfoundation.co.uk



PAUL LARVIN
Designated Safeguarding Lead
paul.larvin@walsallfcfoundation.co.uk



MARC WILKES
Designated Safeguarding Officer
marc.wilkes@walsallfcfoundation.co.uk



CHRIS SPRINGTHORPE
Designated Safeguarding Officer
chris.springthorpe@walsallfcfoundation.co.uk



JOE ROBERTS
Designated Safeguarding Officer
joe.roberts@walsallfc.co.uk



MARTIN MANLEY
Designated Safeguarding Officer
martin.manley@walsallfc.co.uk