WALSALL FC FOUNDATION

Safeguarding Vulnerable Adults Policy

Date:
Endorsed by: WFCF Board of Trustees

Signed:
Chair of Trustees

1. Introduction

Walsall FC Foundation ('**Charity**') recognises its responsibility to protect Adults who are at risk of harm, that engage with the Foundation in any capacity. This policy outlines our commitment to creating a safe, inclusive, and supportive environment for all Adults at Risk. It sets out clear guidance and procedures to prevent harm, respond to concerns and promote the well-being of those who may be vulnerable.

2. Policy Statement

The Charity is committed to ensuring that all Adults, regardless of age, ability, disability, gender, race, religion, ethnic origin, sexual orientation, or marital or gender status, have the right to participate in a safe, inclusive, and enjoyable environment. We are dedicated to promoting equality, valuing diversity, and ensuring that our Activities are accessible to all. Where required, we will make reasonable adjustments to support the inclusion of individuals with disabilities or impairments and we will continue to monitor, review and improve our practices to uphold these standards.

We respect the rights, dignity and worth of every Adult. We also recognise that ability and disability can change over time, and that some Adults may be particularly vulnerable due to their level of dependency on others, or due to specific communication or support needs. We acknowledge that a disabled Adult may not always identify or be identified as an 'Adult at Risk' but may still require additional support or protection.

Safeguarding is everyone's responsibility. All Colleagues across the Charity share a duty to promote the well-being and safety of Adults at Risk and must act if they have concerns. All concerns or allegations will be taken seriously and addressed promptly in accordance with this Safeguarding Adults Policy and the related procedures.

3. 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.

4. Aims & Key Principles

This policy and its procedures are underpinned by key principles outlined in the Care Act 2014, which form the foundation for Safeguarding Adults at Risk. These principles guide all Safeguarding practices and decision-making within Walsall FC Foundation.

Empowerment	Adults at Risk are encouraged to make their own decisions and are provided with support and information to do so. "I am asked what I want as the outcomes from the Safeguarding process and these directly inform what happens."
Prevention	Action is taken before harm occurs to prevent the risk of Abuse or neglect.

	"I receive clear and simple information about what Abuse is, how to recognise the signs, and what I can do to seek help."
Proportionality	The response to Safeguarding concerns is appropriate to the level of risk. "I am confident that the professionals involved will work in my best interests and only get involved as much as needed."
Protection	Support and representation are provided to those in greatest need. "I get help and support to report Abuse. I am protected when I need to be."
Partnership	Local solutions are sought through collaboration with services and communities. "I know that staff treat any personal and sensitive information in confidence, only sharing what is necessary to protect me."
Accountability	Accountability – There is transparency and accountability in Safeguarding practices. "I understand the roles of everyone involved in my life and so do they."

The Charity aims to create a safe and respectful environment where everyone feels valued and supported. To achieve this, we will:

- Treat all individuals with respect, listen to their views, and promote dignity and inclusion.
- Follow clear Safeguarding policies and procedures, approved through our governance structure.
- Recruit all Colleagues safely, using background checks and following our Safer Recruitment Policy.
- Ensure all Colleagues understand and follow the Charity's Safeguarding Policies, Code of Conducts, and relevant guidance.
- Handle personal information professionally and securely, in line with data protection laws.
- Maintain safe environments that meet health and safety standards.
- Promote a culture where Safeguarding is openly discussed and regularly reviewed.
- Provide training and ongoing support to Colleagues so they can safeguard effectively.
- Share Safeguarding information clearly with Adults at Risk, families, and carers to raise awareness and build trust.
- Work in partnership with Adults at Risk, their families, carers, and external agencies to develop supportive and protective solutions.
- Ensure everyone knows how we protect Adults at Risk, what Abuse is, and how to report concerns.
- Make sure Colleagues know what good Safeguarding looks like and how to respond to concerns.
- Clearly explain how concerns will be managed and investigated.
- Learn from any Safeguarding cases to improve our future practice.
- Put Adults at Risk at the centre of decision-making, supporting them to make informed choices and stay in control of their lives.
- Prevent harm by identifying risks early and supporting Adults with care and support needs.
- Focus on improving safety, well-being, and quality of life for all Adults at Risk.

5. Expectations for Coaches and Colleagues working with Adults at Risk

Coaches and other Colleagues working with Adults at Risk must always act professionally and respectfully. They hold a position of trust and should set a positive example at all times. The following guidance explains what good practice looks like:

- Be a positive role model by acting respectfully and professionally.

- Keep safe, appropriate boundaries; never have intimate or sexual relationships with Adults at Risk that you support.
- Always get written consent from the Adult at Risk for emergency first aid, participation in Activities, travel or overnight stays.
- Know about any medical conditions, disabilities, injuries, or medication.
- Record any injuries, accidents, and treatments given.
- Ensure a trained first aider is present during Activities.
- Adjust training to suit the Adult at Risk's physical, emotional, and social development.
- Work with medical Colleagues to create safe, realistic training plans.
- Build trusting relationships that encourage Adults at Risk to make their own decisions.
- Always work where others can see you; avoid being alone with an Adult at Risk in private or unobserved places.
- Avoid one-to-one car journeys or private meetings unless absolutely necessary.

6 Safeguarding Legislation and Guidance

The following Safeguarding legislation and guidance has been considered when drafting this policy –

- Human Rights Act 1998.
- Data Protection Act 2018.
- General Data Protection Regulation (Regulation (EU) 2016/679).
- Care Act 2014; and
- Mental Capacity (Amendment) Act 2019.
- Domestic Abuse Act 2021.
- Terrorism Act 2000.
- Modern Slavery Act 2015

6.1 Associated Policies

This policy should be read as part of Colleague onboarding and alongside other Club related Safeguarding policies and procedures:

- Safeguarding Children Policy
- Whistleblowing Policy
- Complaints Policy
- Anti-Bullying Procedures
- Staff & Volunteers Code of Conduct
- Data Protection Policy
- Safer Recruitment Policy
- Social Media Policy
- Low Level Concern Policy

7. Definitions

For the purposes of this policy, the following terms are used throughout. Please refer to the definitions below to support clarity and understanding of their meaning within the Safeguarding context.

Safeguarding	Safeguarding is the practice of ensuring the safety and well-being of Adults and taking steps to prevent harm to vulnerable groups, responding

	appropriately when concerns arise, and creating a safe environment that supports their well-being and life chances during our Activities.
Adult	For the purposes of this policy, an Adult is anyone aged 18 or over, regardless of their circumstances, background, or ability.
Adult at Risk	The Care Act 2014 defines an Adult at Risk as someone aged 18 or over who has care and support needs, is experiencing or at risk of Abuse or neglect, and cannot protect themselves because of those needs.
Abuse	Abuse is a violation of an individual's human and civil rights by another person or persons.
Welfare	Welfare means a person's overall well-being, including their health, happiness, personal needs, social connections, and physical or emotional development.
Capacity	Capacity refers to an Adult's ability to make a specific decision at the time it needs to be made, which may be affected by factors such as stress, illness, or disability.
Colleagues	This term refers to all those working for on behalf of the Charity, full-time or part-time, temporary or permanent, in either a paid or voluntary capacity.
Activity/Activities	In regards to this policy, the refers to any session, event, programme, or service organised by or on behalf of the Charity that involves the participation of Adults, including Adults at Risk. These Activities may be regulated and, where applicable, require appropriate criminal record checks for Colleagues involved.
Senior Safeguarding Lead 'SSM'	The SSL is the Board Member responsible for overseeing Safeguarding policies and procedures across the Charity.
Designated Safeguarding Officer 'DSL'	The DSL is responsible for managing day-to-day Safeguarding matters, promoting a safe environment, and serving as the first point of contact for Colleagues, Parents, Children, and relevant agencies. They ensure all concerns, incidents, and practices are recorded and referred confidentially in accordance with Safeguarding procedures.

8. Safeguarding Governance & Leadership

The Charity is part of the Club's Safeguarding Working Group (**SWG**) that provides clear direction and addresses all aspects of Safeguarding at a strategic and operational level. The Charity has a Designated Safeguarding Trustee ('**DST'**) at Board level who oversees the delivery of the Safeguarding strategic plan.

The operational delivery of safeguarding is led and overseen by the Designated Safeguarding Lead (**DSL**). The DSL is supported in this role by the Designated Safeguarding Officers (**DSO**), who assist in the implementation of safeguarding practices at an operational level.

The DSL is the main point of contact for Safeguarding Children and is responsible for regularly monitoring and assessing risks in Activities involving Children. Any concerns about a Child's welfare should be reported to the DSL or another DSO, whose contact details are listed at the end of this policy.

9. Types of Abuse and Neglect

We need to be aware of the many different types and patterns of Abuse and neglect, as well as the various situations in which they can occur. Some forms of Abuse show clear signs, while others can

be much harder to identify. Individual concerns might seem minor on their own but could be more serious when seen together. Abuse can happen anywhere and can be carried out by anyone. The Care Act 2014 identifies 10 categories of Abuse relating to Adults at Risk:

Type of Abuse	Definition
Physical Abuse	Physical Abuse is the intentional use of force against an Adult at Risk that causes, or could cause, injury, pain, or harm. It can also occur when someone fails to take necessary actions to protect the Adult at Risk from harm.
Sexual	Sexual Abuse involves forcing, pressuring, or manipulating an Adult at Risk into sexual activity, whether or not they have the capacity to consent or fully understand what is happening. It includes both physical contact and non-contact acts, such as indecent exposure, sexual harassment, or being made to watch sexual acts or materials.
Neglect or acts of omission	In this context, neglect means not meeting a person's basic needs. This includes not providing necessary medical, physical, or emotional care, not giving access to health, social care, or education services, or not supplying essentials like medication, food, or heating.
Self-Neglect	This refers to a person not looking after their own basic needs, including personal hygiene, health, or living conditions. It can also include behaviours like hoarding.
Emotional/ Psychological Abuse	This includes actions that cause emotional harm, such as threats, intimidation, abandonment, preventing contact with others, humiliation, blaming, controlling behaviour, verbal Abuse, isolation or cutting someone off from support networks.
Domestic Abuse	This refers to any incident or pattern of controlling, coercive, threatening, violent, or abusive behaviour between people aged 16 or over who are, or have been, intimate partners or family members. It can affect anyone, regardless of gender or sexuality. Abuse may be psychological, physical, sexual, financial, or emotional. It also includes coercive and controlling behaviour within intimate or family relationships, even if the people involved no longer live together.
Discriminatory	This refers to unacceptable behaviour directed towards an Adult at Risk including harassment, slurs or similar treatment or because of race, gender and gender identity, age, disability, sexual orientation, religion.
Organisational Abuse	This happens when poor care or neglect takes place in a care setting, such as a hospital, care home or in a person's own home. It can be a one-off incident or ongoing and may be caused by the way the organisation is run, including its policies, practices or staff behaviour. It involves the mistreatment, Abuse or neglect of an Adult by a service or the people working in it.
Financial/ Material Abuse	This includes theft, fraud, exploitation, or the improper use of a person's money, property, possessions, benefits, or inheritance. It can involve pressure around wills or other financial decisions.
Modern Slavery	Modern Slavery encompasses slavery, human trafficking, forced and compulsory labour and domestic servitude.

9.1. Cyber Bullying

Cyberbullying is a form of bullying that takes place online or through digital communication, such as emails, text messages, or social media. It involves repeatedly targeting someone to cause harm, distress, or humiliation. This may include offensive messages, threats, or sharing personal information or images without consent. Cyberbullying can be linked to other forms of Abuse, such as bullying based on race, disability, sexual orientation, or other personal characteristics. It is often done anonymously and can make the victim feel isolated or unsafe.

9.2. Mate Crime

Mate Crime happens when someone pretends to be a friend to a vulnerable Adult/Adult at Risk but then uses the relationship to take advantage of them. This might not always be illegal, but it can still cause harm. Mate Crime is usually carried out by someone the person knows and trusts, and often takes place in private. There have been serious cases where Adults with learning disabilities were badly hurt or even killed by people who claimed to be their friends.

10. Honour-Based Violence

Honour-based violence (HBV) includes harmful practices carried out to protect or defend the "honour" of a family or community. These are all forms of Abuse and include:

- **Female Genital Mutilation (FGM)**

  FGM involves the partial or total removal of female genitalia for non-medical reasons. It is illegal in England, Wales and Northern Ireland under the Female Genital Mutilation Act 2003.

  It can cause severe pain, emotional trauma, and long-term health problems, especially around childbirth.

  FGM can happen at any age, and often occurs during overseas trips.

- **Forced Marriage**

  A forced marriage is where one or both people do not freely agree to the marriage and are pressured or threatened into it.

  This is different from an arranged marriage, where both people freely consent.

  Forced marriage is a crime in England and Wales under the Anti-Social Behaviour, Crime and Policing Act 2014.

  Pressure can include physical, emotional, sexual or financial Abuse.

11. Radicalisation & Extremism

Radicalisation is the process where someone is influenced to support extreme beliefs, including terrorism. This can happen through personal relationships or online, especially on social media. The aim is to persuade people, often vulnerable individuals, to adopt these views and sometimes even take part in extremist or terrorist activities.

The government defines extremism 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” (HM Government Prevent Strategy).

Some vulnerable adults are at risk of being radicalised; adopting beliefs and engaging in activities which are harmful, criminal or dangerous. Islamic extremism is the most widely publicised form however staff should also remain alert to the risk of radicalisation into white supremacy extremism.

"Prevent" is a cross-Government policy that forms one of the four strands of the UK's strategy for counter terrorism which includes the prevention of radicalisation of vulnerable adults and children. Those who are targeted with a view to radicalise them are often the most vulnerable in society including those with poor networks of support of who are experiencing socially isolated, mental health issues and/or learning and communication issues.

Keeping vulnerable adults safe from these risks is a safeguarding matter and should be approached in the same way as safeguarding adults from other risks.

If the behaviour of anybody involved in our activities indicates that they or those around them are at risk of harm, staff should report these concerns immediately to the DSL. If there appears to be an immediate risk or danger call 999.

12. Signs and Indicators of Abuse & Neglect

An Adult at Risk may confide in a Colleague that they are experiencing Abuse inside or outside of the Foundation's activities. Similarly, others may suspect that this is the case. There are many signs and indicators that may suggest someone is being abused or neglected. There may be other explanations, but they should not be ignored. The signs and symptoms include but are not limited to:

- The presence of unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Belongings or money going missing.
- Sudden and unexpected unattendance at work.
- Someone losing or gaining weight/ a deterioration in hygiene or self-care.
- A change of behaviour or confidence.
- Self-harm.
- Dominance of a person in a position of power or authority over another individual who does not allow them to make their own choices.
- They may tell you/another person that they are experiencing Abuse i.e. a disclosure.

The Charity recognises some of the reasons why Adults at Risk may be at increased danger of Abuse:

- Stereotyping.
- Prejudice.
- Discrimination, including ethnic or racial.
- Isolation.
- Low self-image and low self-esteem resulting in vulnerable self-presentation.
- Lack of knowledge about appropriate behaviours by others.
- Desire for acceptance, affection and attention.
- Powerlessness to protect themselves.
- Dependency upon others to care for them.
- Inability to communicate that Abuse has occurred (including language and communication differences).

13. Responding to Allegations, Disclosures or Concerns

Where possible, the Charity's DSL or DSO should be contacted as soon as possible when concerns arise. However, it is acknowledged that immediate action may be required before this contact can be made.

If an Adult at Risk shares a Safeguarding concern with you, it is vital to respond appropriately. Remain calm, listen carefully and take what the individual says seriously. Do not ask leading questions or attempt to investigate the concern yourself. Reassure the individual that they have done the right thing by speaking up and explain that you have a duty to report the concern to the DSL or another member of the Safeguarding team. If someone is believed to be in immediate danger, call 999 and request the appropriate emergency service. Once a disclosure has been made, you must record the information promptly, clearly and accurately.

What to Record:

- The person's exact words, using quotation marks where possible.
- The date, time, and location of the disclosure.
- The context in which the disclosure was made (e.g. during a conversation, following an incident, or through observation).
- Any visible injuries, signs of distress, or concerning behaviour.
- A clear distinction between facts and observations.
- Your name (the person receiving the disclosure).
- Who the concern was reported to (e.g. DSL, police), and the time and date of the report.
- Any immediate actions taken (e.g. calling emergency services, ensuring the person is safe).
- All Safeguarding records must be treated as confidential and shared only with those who need to know, in line with the Charity's Safeguarding Policies and relevant data protection laws.

Key Points to Remember:

- It is not your responsibility to decide if Abuse has occurred. Your role is to respond and report.
- If someone is in immediate danger, call the police on 999 without delay.
- If you suspect a crime is being committed, you must involve the police.
- If you are informed of, or suspect, Abuse, poor practice, or a welfare issue, report it to the Designated Safeguarding Lead (DSL).
- If the DSL is implicated, report the concern to the SSL/Foundation Director.
- Where safe and appropriate, seek the person's views on what they would like to happen and keep them informed about any actions being taken.
- Always consider the needs, wishes and rights of the person throughout the process.

13.1 Poor Practice

Poor practice occurs when Colleagues fail to maintain high standards of care, support, or conduct in their role. While it may not always be intentional, poor practice that is not addressed can escalate and potentially lead to Abuse. Poor practice is never acceptable and will be taken seriously. Appropriate action will be taken in line with organisational procedures, which may include disciplinary measures.

While not an exhaustive list, the following are examples of poor practice in an Adults at Risk Safeguarding context:

- Failing to take adequate care to prevent physical harm, such as through excessive physical demands or inappropriate activities that do not consider the Adult at Risk's age, ability, experience, or health.
- Not reporting abusive or inappropriate behaviour, including verbal Abuse, bullying, unfair criticism, or ridicule.
- Ignoring or failing to report incidents of hazing or initiation practices.
- Engaging with Adults at Risk in ways that place them in uncomfortable, inappropriate, or compromising situations, including through personal or social media contact.
- Disregarding health and safety policies and guidance.
- Failing to follow the organisation's or governing body's codes of conduct and Safeguarding procedures.
- Showing ongoing and unwarranted preferential treatment or negative bias toward specific individuals.
- All Colleagues have a responsibility to challenge and report poor practice. By addressing concerns early, we help ensure a safe, respectful, and supportive environment for all Adults at Risk.

13.2 Raising Concerns about a Colleague

If there is an allegation or concern that a colleague has harmed, may have harmed, or poses a risk of harm to a vulnerable Adult, the DSL and/or SSL must promptly report this to the appropriate statutory Safeguarding authority. This may include Adult Social Care, the Police, or other relevant bodies. If there is uncertainty about whether a concern meets these criteria, advice must still be sought from the statutory Safeguarding authority without delay. The DSL/SSL will also notify relevant governing bodies or regulatory agencies in line with applicable policies and procedures.

Any colleague involved may be asked to provide a written statement after appropriate advice has been obtained and in consultation with the Safeguarding team and statutory authorities.

Where it is appropriate and does not conflict with statutory guidance, any internal investigation will follow the Charity's disciplinary and grievance procedures. The DSL/SSL will maintain ongoing communication with all relevant Safeguarding bodies throughout the process.

All concerns regarding poor practice or possible Abuse involving colleagues must be reported immediately to a member of the Safeguarding team. Concerns about the DSL or DSO's should be reported directly to the SSL.

13.3. Historic Allegations against Colleagues

All concerns will be taken seriously by the Charity and responded to positively irrespective of when they arose. Evidence demonstrates that historic concerns may indicate current risks and therefore the Foundation encourages anybody with concerns to report them directly to the DSL and police where an immediate risk of harm is present.

Allegations concerning Colleagues who no longer work at the Charity or historical allegations will be reported to the police and/or LADO.

14. Confidentiality

There are many situations where it is appropriate and legal to share information about Adult at Risk Safeguarding concerns outside the organisation. Personal information should be shared with the consent of the Adult at Risk involved whenever possible. However, an Adult at Risk may not always wish to share information due to fear of reprisal, loss of control, or embarrassment. Their wishes should be respected unless there are overriding reasons to share information without their consent. Information may need to be shared without the Adult at Risk's consent in the following circumstances:

- It is unsafe or impossible to contact the Adult at Risk to seek their consent, especially if doing so may increase risk to them or others.
- You believe the Adult at Risk or someone else is at risk of harm, including children.
- The Adult at Risk is suspected to be under coercion or duress.
- It is necessary to involve the police to prevent a crime or report a serious crime.
- The Adult at Risk lacks the mental capacity to consent to sharing information.
- The person causing harm has care and support needs.
- When information is shared without consent, this should be explained to the Adult at Risk when it is safe to do so, and efforts should be made to include them in any further decisions or actions.

Confidentiality is a sensitive issue and balancing privacy with safety is crucial. All Colleagues must understand that Safeguarding concerns override complete confidentiality. Information should only be shared on a strict 'need-to-know' basis with the DSL, who will decide who else needs to be informed.

If there is an immediate risk of harm, any Colleague can contact the police directly.

All Safeguarding information must be stored and handled in accordance with UK GDPR regulations.

15. Mental Capacity and Decision Making

Everyone over 16 is assumed to have the right to make their own decisions, even if others think those decisions are unwise. To make a decision, a person needs to be able to:

- Understand the information
- Remember it long enough to make a choice
- Weigh up the options
- Communicate their decision

Some people may have difficulty with this due to conditions like learning disabilities, dementia, mental health issues, brain injuries, or physical illness. Mental capacity can change over time and depends on the decision being made at that moment.

Where possible, we should support Adults at Risk to make their own decisions or wait until they are able to do so. However, if someone lacks the ability to decide for themselves at that time, decisions can only be made for them if it is in their best interests, considering their preferences and wishes. Sometimes Adults at Risk may be pressured or scared to make certain decisions, which can affect their ability to choose freely. This is called coercion, and it means they might not have true mental capacity in that situation.

When Abuse or neglect is suspected, it's important to consider the Adult's mental capacity. Adults at Risk should be involved in decisions about their safety as much as possible, but if they cannot

understand or communicate their views, decisions should be made carefully on their behalf. If someone has serious difficulty making decisions and Abuse or neglect is suspected, the matter must be reported to the Local Authority. Health and social care professionals will then assess their mental capacity and provide the support they need, key points to remember are:

- Assume Adults can make decisions unless proven otherwise.
- Support Adults at Risk to make their own decisions whenever possible.
- Make decisions for others only if they cannot do so themselves at that time.
- Any decisions made on someone's behalf must be in their best interests.
- Restrict a person's freedom only when absolutely necessary and in the least restrictive way.
- Report concerns to the Local Authority for further support and assessment.

16. Safer Recruitment

Safer Recruitment is a vital part of our Safeguarding approach and refers to the process of recruiting staff and volunteers in a way that prioritises the safety and wellbeing of all individuals involved in the Charity. This includes ensuring that all Colleagues are properly vetted, suitably qualified, and supported in their roles. The aim is to create an environment where unsafe or inappropriate behaviour is actively deterred, and safe working practices are promoted and maintained. For further details, please refer to our Safer Recruitment Policy.

All new permanent staff will attend an introductory meeting with the DSL, who will provide an overview of the Charity's Safeguarding procedures. In addition, any new Foundation Managers will be trained on the Charity's Safer Recruitment Policy and procedures.

Colleagues who directly work with Adults at Risk must complete either the FA Safeguarding for All, or FA Safeguarding Adults course, and complete a refresher course at least every three years, as advised by The FA. Our DSL will keep records of all Safeguarding training and ensures annual refresher training is provided. Throughout the year, all staff will receive regular Safeguarding updates via emails, newsletters, staff meetings, and other internal communications.

Raising awareness is a key part of our Safeguarding commitment, and the Foundation will continue to promote Safeguarding information to Children, Parents, and Colleagues.

17. Off-site Arrangements, Trips and Visits

All of the Charity's extended and off-site activities are subject to a risk assessment to satisfy health and safety and safeguarding requirements. Where activities are provided by and managed by Walsall FC Foundation, our own Safeguarding Adults Policy and procedures apply.

When adults at risk are involved in off-site activities facilitated or organised by the Charity, including mental health sessions, tournaments and work-related activities, we will check that effective safeguarding arrangements area in place to protect any vulnerable adults.

18. Transport

On occasion, the Charity will transport adults to external events or activities. Adults may wish to travel separately; however those travelling in approved vehicles and being transported by the Charity should always be supervised by the Activity leader. Only Vehicles and Drivers approved by the SSL/DSL under Foundation policies will be used to transport adults.

For clarity, all drivers – whether volunteer or paid – should be subject to Safeguarding training and DBS checks if they will be transporting participants on behalf of the Charity.

19. Medical

There may be occasions where medical treatment is necessary during an Activity or event. The Charity will ensure a level of medical cover is available during all of its activities including at least one suitably trained Emergency Aider. All relevant and necessary medical information of participants will be treated in confidence but provided to the Event Lead if necessary, e.g. asthmatic participants.

Specialist medical advice and further information must be sought when working with children who have special needs or disability.

20. Online Safety and Electronic Communication

The Charity provides advice to staff and volunteers regarding their personal online activity and electronic communication. Walsall FC Foundation has strict rules regarding online contact and electronic communication with participants and service users. Staff found to be in breach of these rules may be subject to disciplinary action and/or internal/external investigation.

Walsall FC Foundation are registered with the Disclosure and Barring Service (DBS) to carry out Criminal Record Checks on individuals who work for the Charity. Enhanced CRCs, plus barred list check where appropriate, enable the Foundation to undertake more thorough recruitment and selection procedures for positions involving work with Children.

To mitigate the risk of cyberbullying (see types of abuse), or other online abuse that cannot be witnessed or easily proven, the Charity does not take part in any online e-sports activities. Any official Foundation activities, such as online video game tournaments, take place at a central venue with participants in attendance. In this case, the Activity Lead is responsible for monitoring those in attendance and reporting any safeguarding concerns to the DSL/DSO's through the usual procedures.

21. Consent for taking and use of images

The Charity takes its guidance on the use of images from guidelines issued by the Local Safeguarding Board and the FA:

- Before taking images of adults, their/a carer/responsible adult's consent is sought in writing at the start of the financial year or prior to the event or session. Adults/Carers are responsible for informing the Charity of any change of circumstances which may affect consent.
- Adults/Carers will be informed of how the image will be used. The Foundation will not allow an image to be used for something other than that for which it was initially agreed.
- All Adults featured in Charity publications will be appropriately dressed.
- Where appropriate, images represent the broad range of people participating safely in the event.
- Designated Foundation photographers will, where applicable, undertake a DBS check and attend a Safeguarding workshop and in any case will be personally responsible for keeping up to date with the latest guidelines on the Use of Images policies from the Local Safeguarding Board.
- Charity Identification will be worn at all times.
- No images of vulnerable adults featured in Charity publications will be accompanied by personal details such as their school or home address.

- Recordings of adults for the purposes of legitimate coaching aids are only filmed by Foundation officials and are stored safely and securely at the Charity's premises.
- Any instances of inappropriate images should be reported to the DSL.
- The Charity does not put vulnerable adults' profiles with images and personal information on its website.

22. Service Level Agreements / Partnership Agreements

Walsall FC Foundation's commitment to Safeguarding is outlined in any partnership agreements, service level agreements or any other agreements that are in place with any facility or service provider or for commissioned services insofar as those services relate to adults at risk.

Agreements will clearly define roles, responsibilities and procedures for safeguarding vulnerable adults before, during and after the delivery of those services.

23. Development of New Activities

When establishing, developing or improving a project or activity, Walsall FC Foundation will refer to Safeguarding as a key part of the planning brief: The programme will also:

- Seek input from adults and carers/support workers of adults at risk who might be participants.
- Ensure delivery partners have the appropriate safeguarding measures in place and are subject to contractual commitment to live up to these standards.

24. Listening Culture

Whether for new or existing activities, the Charity is committed to fostering a listening culture to continuously improve our Safeguarding Policies and Procedures.

All members of staff will welcome feedback from participants, parents, carers, partners, and other stakeholders and this should be reported to the SSL and DSL to help improve any future Safeguarding arrangements and policy.

Colleagues are also encouraged to share any thoughts or experiences that may improve the Charity's safeguarding procedures, helping Walsall FC Foundation become a more effective organisation.

25. Contingency Plans

As the MyConcern reporting system is online, with access from anywhere, staff from the Charity will always have access to upload safeguarding concerns and support external agencies such as schools, local authority etc. Should any technical issues arise with MyConcern, colleague should contact the DSL or failing that the DSO's directly.

In major events, such as a pandemic, where a safeguarding concern is ongoing, this should be reported to the Multi-Agency Safeguarding Hub (MASH – see contact details below), using the Multi-Agency Referral Form, as the responsible body for welfare of children and adults in their area.

This ensures that should the Foundation's delivery, and therefore contact with the vulnerable individuals, cease safeguarding concerns can continue to be monitored.

31. Sharing Concerns & Reporting

All concerns regarding an Adult at Risk's welfare must be recorded as soon as possible, whether they arise during Walsall FC Foundation 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 person'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**. Please refer to the flowchart in Appendix 1 for guidance**.

Walsall FC Foundation Contact Details

Senior Safeguarding Lead: Adam Davy, Foundation Director

Phone: 01922 644 742
Email: adam.davy@walsallfcfoundation.co.uk

Designated Safeguarding Lead: Paul Larvin, Senior Operations Manager

Phone: 01922 644 742
Email: paul.larvin@walsallfcfoundation.co.uk

Designated Safeguarding Trustee

Phone: 01922 644 742
Email: sue.lane@walsallfc.co.uk

Designated Safeguarding Officers (Foundation Managers):

Marc Wilkes: marc.wilkes@walsallfcfoundation.co.uk
Chris Springthorpe: chris.springthorpe@walsallfcfoundation.co.uk
Joe Roberts: joe.roberts@walsallfcfoundation.co.uk
Martin Manley: martin.manley@walsallfcfoundation.co.uk

EXTERNAL LOCAL CONTACT DETAILS:

Police

Tel Emergency: 999

Tel Local: Call 101 and ask for West Midlands Constabulary's Adult Protection Team

Walsall Adult Social Care

Tel: 0300 555 2922

EFL in the Community Safeguarding Manager – Tara Lawson

Tel: 07964905652

Email: tlawson@efl.com

Birmingham FA – Sarah Willis DSO & RESPECT Lead

Email: safeguarding@birminghamfa.com

Ann Craft Trust (ACT)

A national organisation providing information and advice about Adult Safeguarding. ACT have a specialist Safeguarding Adults in Sport and Activity team to support the sector

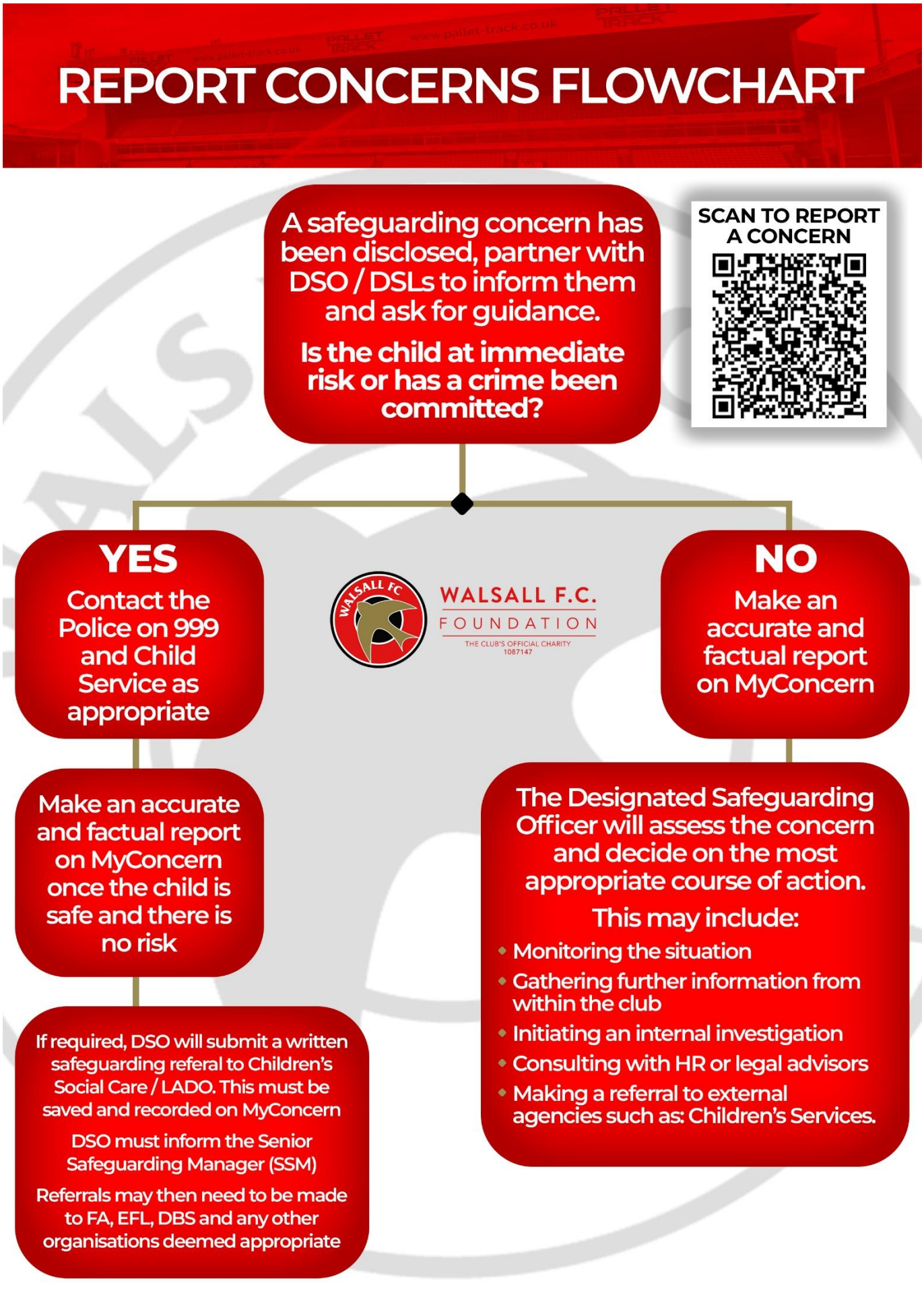
Tel: 0115 951 5400

Email: Ann-Craft-Trust@nottingham.ac.uk

www.anncrafttrust.org

WALSALL F.C. FOUNDATION

Appendix 1 – Reporting 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



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