



**AMBASSADORS**  
**F O O T B A L L**

# Ambassadors Football Great Britain

Safeguarding Policy  
September 2025

# Ambassadors Football GB

## - Safeguarding Policy -

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### Contents

#### **Section 1 – Ambassadors Football**

Details of the Organisation	Page 1
Our Commitment	Page 2
Governance	Page 3

#### **Section 2 – Prevention**

Understanding abuse and neglect	Page 4
Safer Recruitment	Page 4
Safeguarding training	Page 5
Management of Workers	Page 6

#### **Section 3 – Responding to Allegations of Abuse**

Procedure for Responding to Allegations of Abuse	Page 7
Reporting a Concern	Page 8
Detailed Procedures where there is a concern about a child	Page 10
Detailed procedures where there is a concern that an adult is in need of protection	Page 11
Allegations of abuse against a person who works with children/young people	Page 12
Allegations of abuse against a person who works with adults with care and support needs	Page 12
Allegations of non-recent sexual abuse from an adult	Page 13

#### **Section 4 – Pastoral Care**

Supporting those affected by abuse	Page 14
Working with those who may pose a risk	Page 14

<b>Adoption of the Policy</b>	Page 15
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#### **Appendices**

1 – Leadership Commitment Statement	Page 16
2 – Statutory Definitions of Abuse	Page 18

3 – Signs and Indicators of Abuse	Page 22
4 – Values and Expectations for all Workers	Page 26
5 – Welfare Concern Form	Page 27
6 – Accident/Incident Form	Page 29
7 – Anti-bullying Policy	Page 31
8 - Flowcharts for Action	Page 34
9 - Risk Assessment Form	Page 37
10 - Emergency Action Plan	Page 39



- By providing Community Football Outreach Training, we give churches the tools, equipment and on-going support to help them reach children & youth, adults or the marginalised in society.
- Community Football Projects: weekly sessions run by Ambassadors workers reaching children & youth, adults & the marginalised.
- Holiday Clubs: 3-5 day football events for children and young people aimed at playing a part in transforming communities.
- Events & Tours: Local, regional and national football tournaments that can include marginalised men, female teams and sections for children and youth teams; tours to other countries which often include coaching clinics for children.

We often recruit and make use of voluntary workers to make all these things happen.

## Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight (<https://thirtyoneeight.org/about-us/who-we-are/our-ten-standards/>).

The Leadership undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Equality Act 2010, Children Act 1989, Working Together to Safeguard Children 2023 and The Care Act 2014 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.

- The Leadership agrees not to allow the document to be copied by other organisations.

## **Governance**

Ambassadors Football governance board/board of trustees is appointed to have independent authority and legal responsibility. This includes having a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

The standards and behaviours may be referred to as the culture of the organisation or “the way we do things around here”. Culture can be shaped in both negative and positive ways.

“The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object” (IICSA The Governance Institute, 2017).

The governance board/board of trustees will have overarching responsibility for safeguarding within the organisation, including referring to the relevant charity regulator.

The following Safeguarding Policy and Statement aims, to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation but to also build an open culture where:

- those who lead do so by example,
- are committed to the safeguarding of all
- those that work or volunteer are safely recruited and trained for their roles.
- there are accountability structures
- with codes of conduct
- the values of the organisation are embedded in its day-to-day actions and behaviours of its people
- and there is open communication

## Section 2

### - Prevention –

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#### **Understanding abuse and neglect**

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in our organisation we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

*1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*

*2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

- Definitions of abuse – See Appendix 2.
- Signs and indicators of abuse – See Appendix 3.

#### **Safer Recruitment**

The Leadership will ensure all paid staff workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post.
- Those applying have completed an application form and a self-declaration form.
- Those short listed have been interviewed.
- Safeguarding has been discussed at interview.
- Written references have been obtained, and followed up where appropriate.

- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
- Qualifications where relevant have been verified.
- A suitable training programme is provided for the successful applicant.
- The applicant has completed a probationary period.
- The applicant has been given a copy of the organisation's safeguarding policy, completed specific Ambassadors Football safeguarding training and knows how to report concerns.
- Where an applicant is from outside the UK, the individual obtains a 'fit person' check from their home country. Efforts should also be made by the organisation to contact the embassy of the applicant's home country in order to seek a back-ground check. Please note – any information regarding the background of an overseas individual may be basic at best. In this situation, the individual should never be allowed to work on their own with children, but instead be teamed up with another suitable worker.

Our work involves a lot of volunteers. Church projects will recruit their own volunteers, but for camps and regular AFGB sessions, we will recruit volunteers ourselves. The Leadership will ensure all volunteers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment.

This includes ensuring that:

- There is a written job description / person specification for the post.
- Those applying have completed an application form and a self-declaration form.
- Safeguarding has been discussed with the volunteer from the start.
- Written references have been obtained, and followed up where appropriate.
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
- Qualifications where relevant have been verified.
- A suitable training programme is provided for the successful applicant.
- The applicant has completed a probationary period.
- The applicant has been given a copy of the organisation's safeguarding policy, has completed specific Ambassadors Football safeguarding training and knows how to report concerns.
- Where an applicant is from outside the UK, the individual obtains a 'fit person' check from their home country. Please note – any information regarding the background of an overseas individual may be basic at best. In this situation, the individual should never be allowed to work on their own with children, but instead be teamed up with another suitable worker.

Full details and processes for our safer recruitment are found in the Ambassadors Football Handbook in section 2.

## **Safeguarding Training**

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our volunteers and workers will receive specific Ambassadors Football induction training and undertake recognised safeguarding training on a regular basis. This will be achieved through workers keeping

up-to-date with their FA Safeguarding certification which must be renewed at least every 3 years. In addition, opportunities will be given, where appropriate, for workers to attend a Safeguarding Children seminar run by thirtyone:eight or to complete the online version of the course. We will endeavour to keep all our workers informed of updates to the policy and safe working practices of the organisation. Opportunities are given for workers to give feedback as we regularly review our safeguarding practice.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

## **Management of Workers – Values and Expectations**

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have completed a specific online Ambassadors Football Values and Expectation training towards children, young people and adults with care and support needs (see Appendix 4). This is in place of the old code of conduct. It has a questionnaire at the end to assess understanding and ensure that workers have read, listened and engaged with the expectations that we have for them.

“As a christian organisation, we will follow the principles contained in the Public Interest Disclosure Act 1998. Therefore, we expect that all employees (paid or voluntary) will report improper actions and omissions. Whilst all malpractice and acts of discrimination will be investigated, it is especially important that suspicions of abuse are immediately reported to the safeguarding co-ordinator.”

## Section 3

### - Responding to Allegations of Abuse -

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#### **Procedure for Responding to Allegations of Abuse**

##### **Effective Listening**

Ensure the physical environment is welcoming, giving opportunity for the child or adult with care and support needs to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk.
- Above everything else listen without interrupting.
- Be attentive and look at them whilst they are speaking.
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used.
- Try to remain calm, even if on the inside you are feeling something different.
- Be honest and don't make promises you can't keep regarding confidentiality.
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

##### Helpful Responses:

- You have done the right thing in telling.
- I am glad you have told me.
- I will try to help you.

##### Don't Say:

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else.

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. All workers should follow the procedures laid out below:

## Documenting a concern

If there is a concern that a child, young person or adult with care and support needs may have been abused or a direct allegation of abuse has been made, it is important the person receiving this information does the following:

- Make notes using the Ambassadors Football Welfare Form (Appendix 5) as soon as possible (preferably within one hour of the person talking) including a description of any injury, its size, and if possible a drawing of its location and shape on the child's body.
- Write down exactly what has been said, when it was said, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand written notes *even if subsequently typed up*.
- These notes should be passed on to the safeguarding co-ordinator to assist them should the matter need to be referred to the statutory agencies such as Adult or Children's Social Services or the police.
- If the event or session is linked with a local church, the notes should also be given to the partner safeguarding co-ordinator who will follow up the concerns.

Workers need to share concerns with the co-ordinators as well as clear allegations made by, or about, children, young people and adults at risk. Sharing 'gut feelings' at an early stage, may assist helping those who need it.

Remember someone becoming quiet and withdrawn does not automatically mean that they are being harmed. By sharing your concern about them with your safeguarding coordinator, it will enable you to discuss ways of asking 'open questions' which may clarify their worries.

## Reporting the concern:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

**Name: Claire Lunn-Rockliffe** (hereafter the "Safeguarding Co-ordinator")

**Tel: 07725 315085**

**Email: [clunn-rockliffe@ambassadorsfootball.org](mailto:clunn-rockliffe@ambassadorsfootball.org)**

- The above is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

**Name: Martin Bateman** (hereafter the "Deputy")

**Tel: 07889 949612**

**Email: [mbateman@ambassadorsfootball.org](mailto:mbateman@ambassadorsfootball.org)**

- If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

**thirtyone:eight** PO Box 133, Swanley, Kent, BR8 7UQ.

**Tel:** 0303 003 1111 option 2

**Email:** [helpline@thirtyoneeight.org](mailto:helpline@thirtyoneeight.org)

Alternatively contact Social Services or the police.

- The Safeguarding Co-ordinator should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. The Safeguarding Co-ordinator will pass all relevant information to the partner church safeguarding co-ordinator. They should then contact social services in the area the child or adult lives.

*Please note: the contact numbers given below are local to two Ambassadors Football offices. However, due to the fact that Ambassadors Football is a national ministry that works in partnership with churches and other organisations all over the UK, these contact numbers may not be relevant. Therefore, before the start of any event, the relevant contact numbers should be confirmed with the local church/organisation we are partnering with and be available for the duration of the event.*

**Name of local authority:** Lancaster City Council

**Children's Services**

**Tel:** 0300 123 6720 (office hours only, Mon-Fri 9am – 5pm)

**Out of hours Tel:** 0300 123 6722

**Website Address:** <https://www.safeguardingpartnership.org.uk/>

**Adult Social Services**

**Tel:** 0300 123 6720 (office hours only, Mon-Fri 9am – 5pm)

**Out of hours Tel:** 0300 123 6722

**Website Address:** <https://www.safeguardingpartnership.org.uk/adults/>

**Name of local authority:** Hackney London Borough Council

**Children's Services**

**Tel:** 0208 356 5500 (office hours only, Mon-Fri 9am – 5pm)

**Out of hours Tel:** 0208 356 2710

**Email:** [fast@hackney.gov.uk](mailto:fast@hackney.gov.uk)

**Website Address:** <https://hackney.gov.uk/child-protection>

**Adult Social Services**

**Tel:** 0208 356 5782

**Out of hours Tel:** 0208 356 2300

**Email:** [adultprotection@hackney.gov.uk](mailto:adultprotection@hackney.gov.uk)

**Website Address:** <https://hackney.gov.uk/safeguarding-vulnerable-adults>

- The Safeguarding Co-ordinator **may** need to inform others depending on the circumstances and/or nature of the concern.
  - Chair of Trustees or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity regulator (Charity Commission for England and Wales or Office of the Scottish Charity Regulator for Scotland) to report a serious incident/raise a concern.
  - Local Authority Designated Officer – LADO (England and Wales) or Child’s Named Person (Scotland) if the allegation concerns a worker or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- All handwritten or typed Welfare Forms must be sent to the Ambassadors Football Morecambe Office (address on the form) within 1 week of the allegation or concern.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency directly. We hope by making this statement that the Leadership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

## **Detailed procedures where there is a concern about a child:**

### **Allegations of physical injury, neglect or emotional abuse.**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- If the child requires immediate medical attention, contact the relevant medical services, informing the Doctor of any concerns.

- Contact Children's Social Care (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- If the disclosure, allegation or concern is directly about the parents, then do not tell the parents or carers unless advised to do so, having contacted Children's Social Care (England, Wales, Scotland).
- For lower-level concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Care direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether to refer a case to Children's Social Care (England, Wales, Scotland).
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

### **Allegations of sexual abuse**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Care (England, Wales, Scotland), for children and families and police or police Scotland on 101.
- Depending on the circumstances, they will need to consider whether it is appropriate to speak to the parents of the child. If they are not sure about this, then they will contact Thirtyone:eight.
- Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether to contact Children's Social Care (England, Wales, Scotland)/police or police Scotland. Thirtyone:eight will confirm its advice in writing for future reference.

### **Allegations of financial abuse (Wales):**

In the event of allegations or concerns of financial abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:

- Contact Children's Social Care (England, Wales, Scotland) to report the concerns.
- If appropriate contact the police or police Scotland.

### **Detailed procedures where there is a concern that an adult is in need of protection:**

#### **Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self neglect, forced marriage, modern slavery, domestic abuse**

If there is concern about any of the above, the Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, the Safeguarding Co-ordinator will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

**If there is a concern regarding spiritual abuse, Safeguarding Lead will:**

- Identify support services for the survivor i.e., counselling or other pastoral support.
- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

## **Allegations of abuse against a person who works with children/young people:**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will

- Make a referral to the Local Authority Designated Officer - LADO(England and Wales), Child's Named Person (Scotland) or the Gateway Team (Northern Ireland) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to the relevant Disclosure and Barring Service (DBS (England and Wales), Disclosure Scotland (Scotland) or AccessNI (Northern Ireland) for consideration of the person being placed on the barred list for working with children or adults with care and support needs. This decision should be informed by the Local Authority Designated Officer (England and Wales), Children's Social Care (Scotland) or the Gateway Team (Northern Ireland) if they are involved.
- Share information about the concern with the police, police, police Scotland or Police Service Northern Ireland (PSNI).

## **Allegations of abuse against a person who works with adults with care and support needs:**

The safeguarding Lead will:

- Liaise with Adult Social Care (England, Wales, Scotland) to establish whether this can be investigated under their safeguarding processes.
- Make a referral to the relevant Disclosure and Barring Service DBS (England and Wales) or Disclosure Scotland (Scotland) following the advice of Adult Social Services.
- Share information about the concern with the police or police Scotland.

The legislation across all four UK nations (The Care Act 2014, Adult Support and Protection (Scotland) Act 2007, Adult Safeguarding: Prevention and Protection in Partnership key documents 2015 (Northern Ireland) and Social Services and Wellbeing (Wales) Act 2014) places the duty upon Adult Social Care to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Social Care to decide not the organisation.

### **Allegations of non-recent sexual abuse from an adult:**

If an accusation is made of non-recent sexual abuse from a child, the procedure in relation to sexual abuse will be followed (please see above).

If an accusation is made of non-recent sexual abuse from an adult, the Safeguarding Lead will:

- Give the adult the option to report this to the Police (England and Wales), Police Scotland or Police Service Northern Ireland (PSNI). If the adult does not wish to report this to the police, then the Safeguarding Lead can pass on the information relating to the alleged perpetrator, however, must not share details of the survivor.
- If the alleged perpetrator is in a role working or volunteering with children or young people, make a referral to the Local Authority Designated Officer - LADO (England and Wales), Children's Social Care (Scotland) or the Gateway Team (Northern Ireland) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- If the alleged perpetrator is in a role working with adults with care and support needs, liaise with Adult Social Care (England, Wales, Scotland) or Adult Social Work Services (Northern Ireland) to establish whether this can be investigated under their safeguarding processes.
- If the alleged perpetrator is in a role within your organisation, contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

## Section 4 - Pastoral Care -

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### **Supporting those affected by abuse**

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who are part of the organisation. Almost all contact with people who are not part of the organisation is made in partnership with a local church/ organisation. Therefore we are committed to ensuring that the churches and other organisations we partner with are able to offer support to those outside the organisation who may be affected by abuse. If we do have concerns we pass them immediately onto the local church and ask them to help with pastoral support. This is as much for workers as participants.

Please see below the details for the individual responsible for wellbeing support/pastoral care:

**Name:** Claire Lunn-Rockcliffe

**Tel:** 07725315085

**Email:** [clunn-rockcliffe@ambassadorsfootball.org](mailto:clunn-rockcliffe@ambassadorsfootball.org)

### **Working with those who may pose a risk**

When someone attending the organisation is known to pose a potential risk to children, or adults with care and support needs; the Leadership will supervise the individual concerned and offer wellbeing support/pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on a risk assessment and through consultation with appropriate external parties.

## **Adoption of the Policy**

This policy was agreed by the leadership and will be reviewed annually:

**Signed by:** Dan Money

**Position:** Chair of Trustees

**Signed by:** Martin Bateman

**Position:** GB National Director

**Date:** 25th September 2025

# Appendix 1

## - Leadership Commitment Statement –

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### **Protection of Children and Adults Policy Statement**

Name of Organisation: Ambassadors Football

The following statement was agreed by the leadership on: 25th September 2025

- This organisation is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults and will ensure all our policies and procedures will reflect this.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.

#### **We are committed to:**

- Following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as an organisation all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including, but not limited to; Working Together to Safeguard Children 2023, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by Ambassadors Football.
- Supporting all in the organisation affected by abuse.

#### **We recognise:**

- Children's Social Services has the lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has the lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.

- Where an allegation suggests that a criminal offence may have been committed, then the police should be contacted as a matter of urgency.
- When working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

**We will review this statement and our policy and procedures annually.**

If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as safeguarding coordinators for this organisation.

Claire Lunn-Rockliffe	(07725 315085)	Safeguarding Coordinator
Martin Bateman	(07889 949612)	Deputy Safeguarding Coordinator

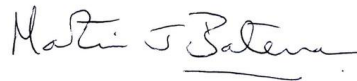
Signed by the leadership:

Signed DAN MONEY

Daniel Money  
(Chair of Trustees)

MARTIN BATEMAN

Martin Bateman  
(GB National Director)



Date 25th September 2025

## Appendix 2

### - Statutory Definitions of Abuse -

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#### **Children**

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance. The four definitions (and a few additional categories) of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

#### **What is abuse and neglect?**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

#### **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

#### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

#### **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a

child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **Neglect**

Neglect 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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **Child sexual exploitation**

Child sexual exploitation is a form of sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity:

- (a) in exchange for something the victim needs or wants, and/or
- (b) for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

### **Extremism**

Extremism goes beyond terrorism and includes people who

- target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination,
- justify discrimination towards women and girls,
- persuade others that minorities are inferior,
- or argue against the primacy of democracy and the rule of law in our society.

## **Adults**

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000)

The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who;

- has need for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and

- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act.

**Link:** The Care Act 2014 <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

**Link:** Care and Support Statutory Guidance under the Care Act 2014  
<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

**Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

**Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

**Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

**Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

**Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Modern slavery** – encompasses 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.

**Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

**Organisational abuse** – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to 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.

**Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

**Self-neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.

## Appendix 3

### - Signs and Indicators of Abuse –

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#### **Signs of Abuse (Children)**

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

#### **Physical**

- Injuries not consistent with the explanation given for them.
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention.
- Reluctance to change for, or participate in, games or swimming.
- Repeated urinary infections or unexplained tummy pains.
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation\*.
- Cuts/scratches/substance abuse\*.

#### **Sexual**

- Any allegations made concerning sexual abuse.
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour.
- Age-inappropriate sexual activity through words, play or drawing.
- Child who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- Eating disorders - anorexia, bulimia\*.

#### **Emotional**

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness.
- Obsessions or phobias.
- Sudden under-achievement or lack of concentration.
- Inappropriate relationships with peers and/or adults.
- Attention-seeking behaviour.
- Persistent tiredness.
- Running away/stealing/lying.

#### **Neglect**

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses,

- Inadequate care, etc

\*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

## **Signs of Abuse (Adults)**

### **Physical**

- A history of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or over use of medication and/or medical problems unattended.
- Any injuries not consistent with the explanation given for them.
- Bruising and discoloration – particularly if there is a lot of bruising of different ages and in places not normally exposed to falls, rough games etc.
- Recurring injuries without plausible explanation.
- Loss of hair, loss of weight and change of appetite.
- Person flinches at physical contact and/or keeps fully covered, even in hot weather.
- Person appears frightened or subdued in the presence of a particular person or people.

### **Domestic Violence**

- Unexplained injuries or 'excuses' for marks or scars.
- Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse, so called 'honour' based violence and Female Genital Mutilation.
- Age range extended to 16yrs.

### **Sexual**

- Pregnancy in a woman who is unable to consent to sexual intercourse.
- Unexplained change in behaviour or sexually explicit behaviour.
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting.
- Infections or sexually transmitted diseases.
- Full or partial disclosure or hints of sexual abuse.
- Self-harming.
- Emotional distress.
- Mood changes.
- Disturbed Sleep patterns.

### **Psychological**

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful.
- Intimidated or subdued in the presence of the carer.
- Fearful, flinching or frightened of making choices or expressing wishes.
- Unexplained paranoia.
- Changes in mood, attitude and behaviour, excessive fear or anxiety.
- Changes in sleep pattern or persistent tiredness.
- Loss of appetite.

- Helplessness or passivity.
- Confusion or disorientation.
- Implausible stories and attention seeking behaviour.
- Low self-esteem.

### **Financial or Material**

- Disparity between assets and living conditions.
- Unexplained withdrawals from accounts or disappearance of financial documents.
- Loss of money.
- Sudden inability to pay bills, getting into debt.
- Carers or professionals fail to account for expenses incurred on a person's behalf.
- Recent changes of deeds or title to property.
- Missing personal belongings.
- Inappropriate granting and / or use of Power of Attorney.

### **Modern Slavery**

- Physical appearance; unkempt, inappropriate clothing, malnourished.
- Movement monitored, rarely alone, travel early or late at night to facilitate working hours.
- Few personal possessions or ID documents.
- Fear of seeking help or trusting people.

### **Discriminatory Abuse**

- Inappropriate remarks, comments or lack of respect.
- Poor quality or avoidance care.
- Low self-esteem.
- Withdrawn.
- Anger.
- Person puts themselves down in terms of their gender or sexuality.
- Abuse may be observed in conversations or reports by the person of how they perceive themselves.

### **Institutional Abuse**

- Low self-esteem.
- Withdrawn.
- Anger.
- Person puts themselves down in terms of their gender or sexuality.
- Abuse may be observed in conversations or reports by the person of how they perceive themselves.
- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.

### **Neglect and acts of Omission**

- Deteriorating despite apparent care.
- Poor home conditions, clothing or care and support.

- Lack of medication or medical intervention.

### **Self-neglect**

- Hoarding inside or outside a property.
- Neglecting personal hygiene or medical needs.
- Person looking unkempt or dirty and has poor personal hygiene.
- Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food.
- Person is dressed inappropriately for the weather conditions.
- Dirt, urine or faecal smells in a person's environment.
- Home environment does not meet basic needs (for example not heating or lighting).
- Depression..

## Appendix 4 - Online Training -

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### Values and Expectations Training:

[https://rise.articulate.com/share/ea4g7\\_8W0rzzr1YO8Tp3BRIU4TFJ2adJ#/  
/](https://rise.articulate.com/share/ea4g7_8W0rzzr1YO8Tp3BRIU4TFJ2adJ#/)



## Values & Expectations (45mins)

START



### Safeguarding Training:

[https://rise.articulate.com/share/J38A4mrWI06QAESsq3pgtgIUPdew2gBV#/  
/](https://rise.articulate.com/share/J38A4mrWI06QAESsq3pgtgIUPdew2gBV#/)



## Introduction to Safeguarding (45mins)

START



Appendix 5  
- Ambassadors Football Welfare Concern Form -

**Event:**

**Leader in Charge:**

**Date:**

**Leader Reporting Incident:**

**This form must be completed by the Event Leader and given to the Safeguarding Lead at the partner church. For additional advice refer to the leaders manual.  
Full details of any information a child gives or that a team member becomes aware of must be included. The details below are required, and any additional information will be helpful. Please include further sheets as necessary.  
Please complete a separate form for each concern.**

GENERAL DETAILS

Name of team member(s) receiving information:

Date and time of receiving information:

Name of at risk young person:

Age of at risk young person:

Male            Female    Prefer not to say            (Please circle)

Parent/Carer Name:

Contact Details (including home address, phone numbers):

With whom does the young person live?

SPECIFIC DETAILS

Please answer the following questions as fully as possible using additional sheets when required.

Type Of Abuse (Please circle)

Sexual Abuse

Emotional Abuse

Physical Abuse

Neglect

Bullying

Other (please specify)

Description of the incident (in as much detail as possible):

Include details of any other relevant parties.

Clearly identify a list of your safeguarding concern/s

Action taken:

Please specify if you referred to a statutory agency, the FA, the Church Safeguarding Lead or any other action taken related to your concerns (including action taken by the event leader).

Do you know if Social Services are already aware of the situation? Is any immediate action required?

Who was this information reported to (Event Leader, AFGB staff etc)?

Signed (Leader):

Printed Name:

Date:

**Please return this form to:**  
**AFGB Volunteer Ministry**  
**Stanley Road Baptist Church, Stanley Road, Morecambe, LA3 1UP.**  
**TO ARRIVE NO LATER THAN 1 WEEK AFTER THE EVENT**

Appendix 6  
- Incident/Accident Form -

**Event:**

**Leader in Charge:**

**Date:**

**Leader Reporting Incident:**

**Please give details of any incident that involved injury to a young person that required a visit to a first aider or to hospital. (Minor cuts/bruises need not be listed.) Please include any other accidents - or near misses - that may have effects beyond the event including head knocks. Outdoor activity accidents should all be included. Please complete a separate form for each accident. If appropriate, please attach extra sheets.**

Name of Young Person/Leader involved:

Date and Time of Accident:

Location of Accident:

Name of any witness:

Description of accident including how and precisely where the accident took place: (Attach sketches and additional pages if appropriate):

Description of action taken including any first aid treatment and the name(s) of the first-aider(s):

## Ambassadors Football Accident/Incident Report Form

What happened to the injured person after the accident?: (eg. went home, went to hospital, carried on with session)

What factors contributed to the accident?

What action has been taken to reduce the chance of a similar accident?

What further action would you recommend?

Parents have been made aware of the incident/accident:    Y    N

Any parent/guardian comment?

All of the above facts are a true and accurate record of the incident/accident

Signed (Leader):

Printed Name:

Date:

**Please return this form to:**  
**AFGB Volunteer Ministry**  
**Stanley Road Baptist Church, Stanley Road, Morecambe, LA3 1UP.**  
**TO ARRIVE NO LATER THAN 1 WEEK AFTER THE EVENT**

# Appendix 7

## - Anti Bullying Policy -

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This anti-bullying policy sets out how as an organisation Ambassadors Football feels about bullying, what we'll do to tackle it and how we'll support children and young people who experience or display bullying behaviour.

### **Definition of bullying**

The Anti-Bullying Alliance defines bullying as:

*“The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or through cyber space.”*

Bullying behaviour can include:

- Physically pushing, kicking, hitting, pinching etc.
- Name calling, spreading rumours, persistent teasing and humiliation or the continual ignoring of others.
- Posting of derogatory or abusive comments, videos or images on social media.
- Racial, homophobic, transphobic or sexist comments, taunts or gestures.
- Sexual comments, suggestions or behaviour.
- Unwanted physical contact.

### **Objectives of this policy**

- All children, workers, parents and carers should be aware of the anti-bullying policy within the organisation and what they should do if bullying arises.
- All workers should have an understanding of what bullying is, be aware of possible signs if it is happening and follow the policy when it is reported.
- Children and parents/carers should be assured that they will be supported when bullying is reported.

### **Prevention**

Strategies can be adopted to prevent bullying. As and when appropriate, these may include:

- Facilitating children to play an active part in developing a code of conduct for behaviour.
- Having discussions about bullying and why it matters.
- Ensuring workers have access to information, guidance and training on bullying.

### **Procedures**

- Report the bullying incident to children's leaders.
- Ensure that details are carefully checked before action is taken.
- In all cases of bullying, the incidents should be recorded by the worker.
- Consideration should be given to informing the parents/carers of the bully, but this should only be done if the workers are satisfied there is no bullying/abuse going on at home that might exacerbate the situation.
- If it is thought that an offence has been committed, consideration should be given to contacting the police.
- The bullying behaviour or threats of bullying must be investigated and stopped quickly.
- Help should be offered to help the bully address his/her behaviour.

### **Outcomes**

- The children’s worker involved in dealing with the incident should issue a warning to the child concerned.
- An apology should be given by the child who has bullied another.
- If possible, those involved will be reconciled.
- After the incident has been investigated and dealt with, the situation should be monitored to ensure repeated bullying does not take place.
- After the incident(s) have been investigated parents/carers should be informed of the action taken.
- All incidents must be recorded in the log book.

**Useful Information:**

<b>Websites:</b>	<b>Helplines:</b>
<a href="#">Anti-Bullying Alliance</a>	Bullying UK: 0808 800 2222
<a href="#">Child Exploitation and Online Protection</a>	NSPCC: 0808 800 5000

**Cyberbullying**

These days bullying doesn’t just happen in the playground. Cyberbullying – or bullying via digital technologies like mobile phones and computers – is a different threat to children. It can be harder to spot and more difficult to stop than ‘traditional’ bullying, but understanding the dangers can help keep children safe.

**What’s different about Cyberbullying?**

Cyberbullying is different to other forms of bullying because:

- It can occur anytime, anywhere – the victim can even receive bullying messages or materials at home.
- The audience to the bullying can be large and reached very quickly and easily if messages are passed around or things are posted online.
- It can be unintentional – people may not think about the consequences of sending messages or images.

**Characteristics of Cyberbullying**

- Anonymous – cyber abusers can use the internet using pseudonyms.
- Accessibility – cyberbullies can approach their victims at any time.
- Loss of inhibition – the anonymity of the internet can encourage cyberbullies to commit acts which they might not otherwise do in person.

**Ways of cyberbullying**

The most common ways of cyberbullying are through:

- Video chat apps, chat rooms, blogs and forums – although many of these are moderated, people involved in discussions can be sent abusive responses.
- Text messaging – abusive and threatening texts can be sent to mobile phones.
- Abusive or prank phone calls – these can be made to a child’s mobile phone.
- Picture and video clip messaging – offensive images can be sent to mobile phones.
- Email – new addresses can be set up in minutes and used to send offensive messages and images.
- Social networking and messaging apps (like Omegle, Facebook, Kik Messenger, WhatsApp) – offensive or humiliating messages and images can be posted on these sites.
- Identity theft – in many cyber environments fake profiles can be set up pretending to be someone else with the aim of bullying others.

- Instant message services – quicker than email, these allow users to have ‘real time’ conversations, and offensive messages or content can be sent in this way.
- Webcams – usually used to view each other when chatting online, children can also be sent abusive images or encouraged to act in an inappropriate way while being filmed.
- Video chat apps (like ooVoo) – children may find themselves the subject of films being shown (eg what is wrongly called ‘happy slapping’) or be accidentally exposed to pornographic images.
- Gaming sites, consoles and virtual worlds – chatting is possible within many games, and name-calling, abusive remarks and picking on particular players can occur.

### **Protecting children from Cyberbullying**

As with other types of bullying it’s important for you to listen to children and react with sympathy. You should let children know that bullying is always wrong and that seeking help is the right thing to do.

It’s important for them to learn to respect and look after their friends online and to think before they post or text. To help keep children safe you can:

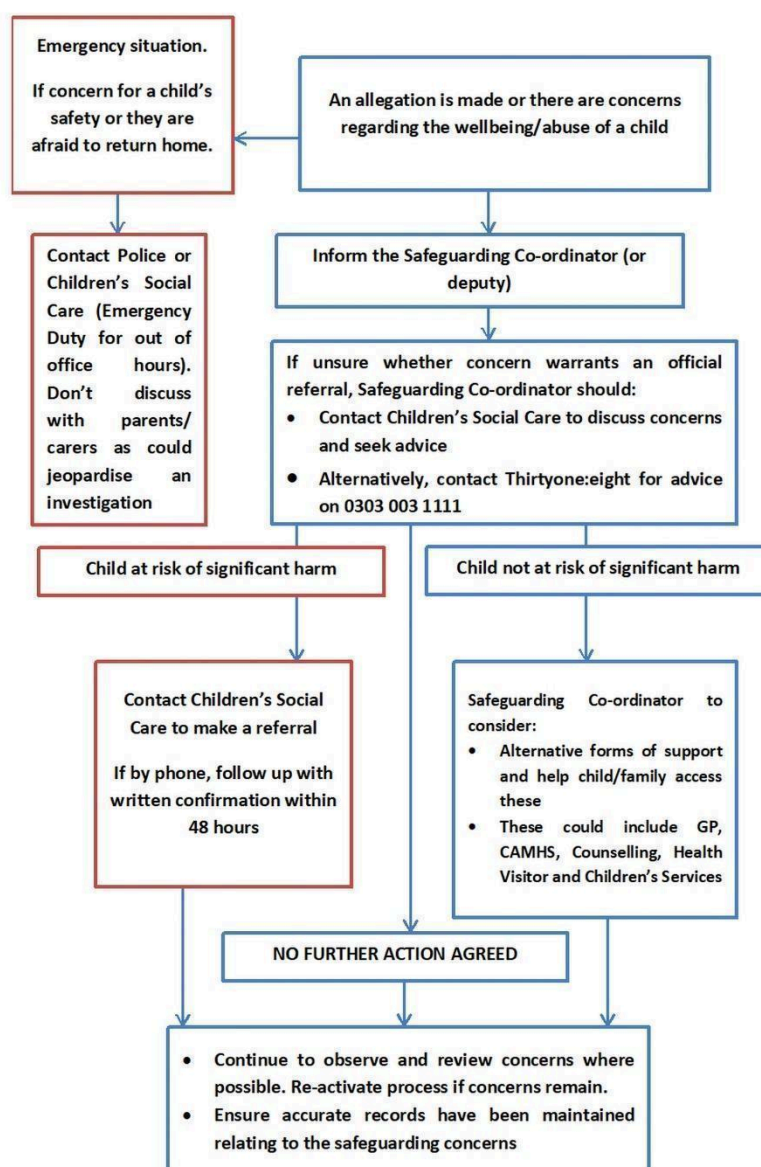
- Encourage them to talk to you or another adult about anything that’s upsetting them.
- Watch out them seeming upset after using the internet or their mobile phone.
- Try to understand the ways in which they are using their digital technologies.
- Ask them to think about how their actions affect other users.
- Suggest that they only use moderated chat rooms.
- Encourage them to you any abusive or offensive emails or messages they’ve received and keep a record of them.
- Help them report any abuse to their internet service provider, the website manager/moderator, the mobile phone company or the police.
- Tell them never to respond to any abusive messages or call – this is frequently what the abuser wants.
- Discuss keeping their passwords safe and avoiding giving their name, email address or mobile phone number to people outside their circle of friends and family.
- Change email address or telephone number if the abuse continues.
- Turn on in-built internet safety features and install computer software to ensure that you only receive emails from people you have chosen and to block unwanted images.
- Tell them about places where they can go for help and support like ChildLine, CEOP’s ThinkuKnow and Chilnet International, Bullying UK.

## Appendix 8 - Flowcharts for Action -

### Flowchart for Action Children and Young People



This flow chart provides an overview of action to be taken when concerned about the welfare of a child. It is to be used in conjunction with written procedures.



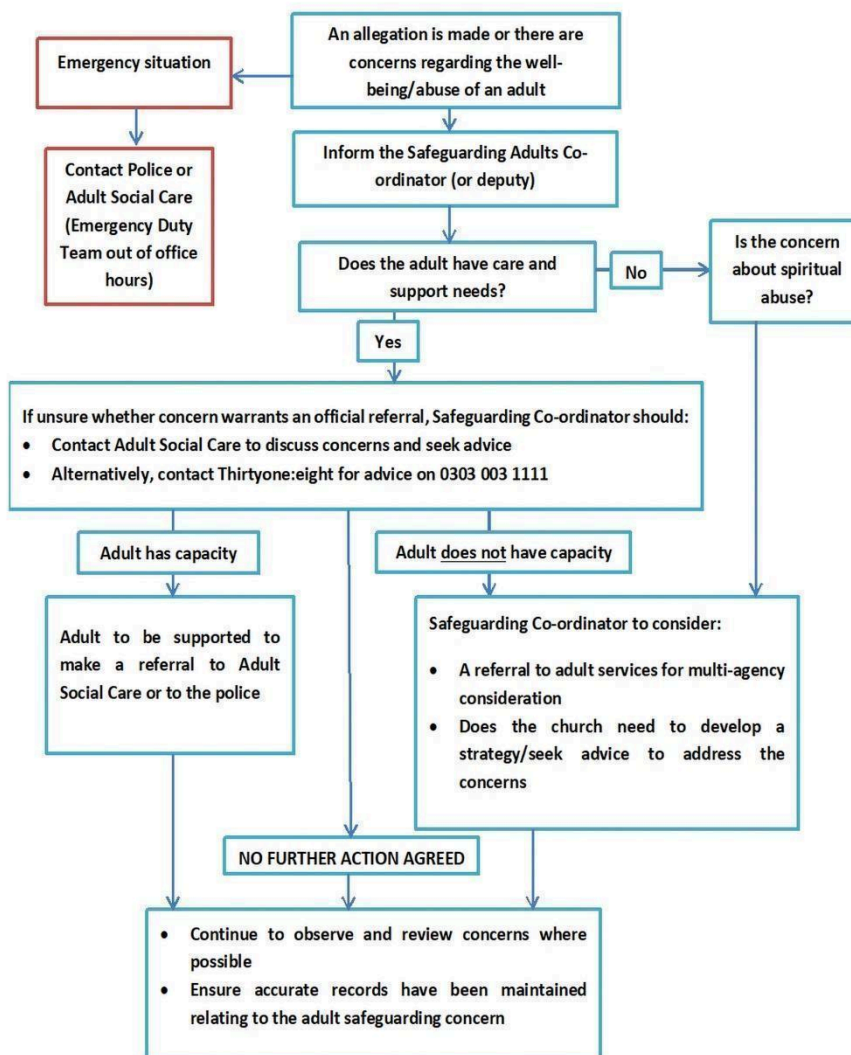
#### Working Together to Safeguard Children defines significant harm as:

“... any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development.”

© Thirtyone:eight 2018 Flowchart for Action Children & Young People

## Flowchart for Action Adults at risk

This flow chart provides an overview of action to be taken when concerned about the welfare of an adult at risk. It is to be used in conjunction with written procedures.

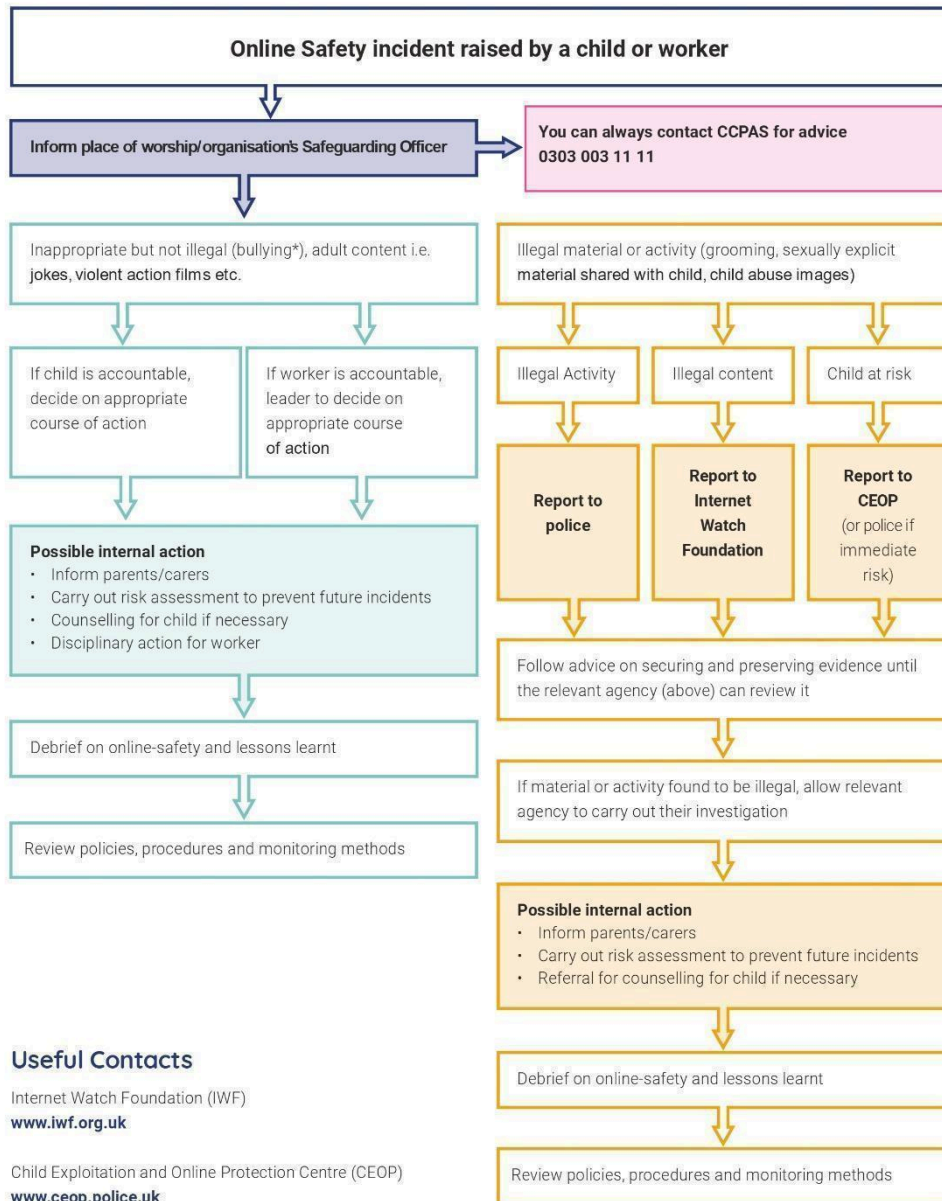


“The legal definition says that someone who lacks capacity cannot, due to an illness or disability such as a mental health problem, dementia or a learning disability, do the following:

- understand information given to them to make a particular decision
- retain that information long enough to be able to make the decision
- use or weigh up the information to make the decision
- communicate their decision.

©Thirtyone:eight 2018 Flowchart for Action Adults at Risk

# Online Safety Flowchart



## Useful Contacts

Internet Watch Foundation (IWF)  
[www.iwf.org.uk](http://www.iwf.org.uk)

Child Exploitation and Online Protection Centre (CEOP)  
[www.ceop.police.uk](http://www.ceop.police.uk)

*(\*) Some forms of bullying or content may be illegal – see Malicious Communications Act 1988, Obscene Publications Act. For extreme pornography – Criminal Justice and Immigration Act 2008, etc.*

## Appendix 9

### - Example Risk Assessment Form -

Project or event: Morecambe Girls

Date of initial assessment: 21st June 2020

Dates or frequency of event: Weekly

Date last reviewed: 18th April 2024

Form completed by: Claire

Position: Women's Football, CFO

**To be completed during event planning and checked at the beginning of each session**

What are the hazards?	Who might be harmed and how?	What are we already doing?	Do we need to do anything else to control this risk?	Action by who?	Action by when?	Done (initial)
Slips & Trips	Participants & coaches could slip on wet floor	(a) All coaches & participants asked to bring appropriate footwear via publicity and correspondence	Floor inspected before every session to ensure playability and no water	Head Coach	Every week checks	
	Trip hazards from equipment, bags and coats etc	(a) General good housekeeping (b) Using FA qualified coaches, therefore trained to look for trip hazards before, during and after sessions (c) On-site risk assessments completed before every session	Have a safe area where all bags and kit are kept	Head Coach	Every week checks	
Risk of leg injuries from football activities	The Participants could sustain injury to shins through tackles	(a) Shin pads are an essential item of kit for safety when playing football, which is communicated to all participants and checked at the start of each session (b) We use FA qualified coaches in order to maintain safe sessions (c) Participants organised into age-appropriate groups to minimise the risk of injury from a bigger, stronger player	Bring shin pads in case some participants have forgotten theirs.	Head		

Risk of inappropriate behaviour /abuse of trust towards children and/or vulnerable adults	Children/ vulnerable adults	We have a written safeguarding policy which requires that the wellbeing of children and vulnerable adults is of primary importance. As part of this policy, we have safe recruitment procedures in place requiring that all staff whether paid or voluntary have had adequate checks as to their suitability for the role, including: completing an application form; having an interview; providing references; completing an enhanced DBS (criminal record) check; completing an induction including safeguarding training; having a clearly defined role together with expectations whilst fulfilling that role	(a) Ensure coaches have had completed the online safeguarding training before they start (b) Issue all coaches with a code of conduct for the event, together with Best Practice Guidelines (c) ensure all coaching staff, children and parents are aware of who to speak to should they have any concerns	Policy checked by Claire Lunn-Rockliffe (Safeguard Lead)  Head coach to ensure other volunteers have completed SG training	Annually
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- Is there an attendance register made and ready to be used? Y / N
- Are all completed registration forms stored securely? Y / N
- Do you have a fully completed registration form for every participant? Y / N
- Do you have an Emergency Action plan for the event? Y / N
- Are all coaches aware of any participants with medical conditions? Y / N
- Are all event staff aware of the plan and know their roles? Y / N
- Is there an appropriately qualified First Aider attending? Y / N
- Have all event staff completed the Values and Expectations training? Y / N
- Have all event staff been issued with Best Practice guidelines? Y / N
- Have all event staff completed the safeguarding training? Y / N

Signed Claire Lunn-Rockliffe

Date 18th April 2024

# Appendix 10

## - Emergency Action Plan (EAP) -

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### **Ambassadors Football Medical Emergency Action Plan for**

**(Name of Football Session)**

**(Dates of Football Session)**

(Full Name and Postal Address of Venue(s) both indoor and outdoor if different)

#### **Key Personnel:**

Designated First Aider(s) for the event, Football School Director, Partner Church Coordinator, all coaches with current Emergency First Aid certificate

#### **Communication:**

Designated First Aider	(Name)	(Mobile/Cell Number)
Football School Director	(Name)	(Mobile/Cell Number)
Partner Church Coordinator	(Name)	(Mobile/Cell Number)

#### **Equipment:**

On Field First Aid Kits	(Number, location of, who is responsible for them)
Additional First Aid Kits	(Location of other first aid kits at venue)
AED (De-fib)	(If available, location and how to access)
Other relevant equipment	

#### **Access:**

On-field Emergency Access points (enter location here, include any road names/ postcodes if available)

#### **Emergency Procedures:**

- 1 – First Responder administers Emergency First Aid (D.R.A.B.)
- 2 – Call for an ambulance as soon as it is established that one is needed. Call 112 (from mobile phone) or 999. Be prepared to give the following information:
  - I – Your location: (insert full postal address of venue)
  - II – The phone number you are calling from
  - III – Details of exactly what has happened
  - IV – The patient's age, gender and any medical history
  - V – Whether the patient is awake/conscious, breathing and if there is any serious bleeding or chest pain, and
  - VI – Details of the injury and how it happened.
- 3 – Notify the Designated First Aider and Football School Director/ Partner Church Coordinator.
- 4 – Send someone to meet/ direct the ambulance.
- 5 – Manage the injury site by: instructing one of the other coaching staff to take the rest of the children to another area and organise suitable activity for them; management of excess carers.
- 6 – Assist Paramedics with care of the patient as directed by them.

#### **Follow-up:**

- 1 – Football School Director/ Partner Church Coordinator to contact child's parents if they haven't already been contacted with details of what's happened and which hospital the child has been taken to.
- 2 – Accident/ Incident report form to be filled out and submitted to Football School Director.
- 3 – Any First Aid kits used to be re-stocked at the earliest opportunity.