

Safeguarding Children and Vulnerable Adults Policy & Procedure

1.1 Introduction to Lincoln City Women FC

Our mission is to champion women's football, providing opportunities for girls' and women to play football at the highest levels within a caring and professional club. We will achieve this by:

- Building girls'/women's self-confidence, self-esteem and self-worth.
- Developing teamwork and leadership skills.
- Encouraging respect for others and develop a sense of fair play.
- Facilitating the provision of the best coaching, playing amenities and equipment available to us.
- Providing a clear pathway for new and developing talent.

The board of Lincoln City Women FC are fully committed to the safeguarding and welfare of children and vulnerable adults. We expect all staff, volunteers and players to share this commitment and for our Welfare and Safeguarding Officer (WSO) to ensure the requirements are met and adhered to. Lincoln City Women FC has a responsibility to promote the wellbeing and safety of all people it comes into contact with and are committed to practice that protects children and vulnerable adults from harm and recognises its duty to ensure that appropriate action is taken where a child or vulnerable adult is experiencing harm or is at risk of harm.

We have in place Policies and Procedures, ensuring that:

- Safeguarding and promoting the welfare and wellbeing of children and vulnerable adults is of paramount importance.
- All children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse, exploitation and poor practice.
- All staff, trustees and volunteers have a responsibility to act on concerns or disclosure that may suggest a child or vulnerable adult is at risk of harm. Any concerns will be reported to the Welfare & Safeguarding Officer.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Lincoln City Women FC have a responsibility to fully support anyone who in good faith reports their concerns that a child or vulnerable adult is at risk of, or may be at risk of, being abused or mistreated.

1.2 Responsibilities

Lincoln City Women FC will accept the moral and legal responsibility to implement procedures to provide a duty of care for all children and vulnerable adults, safeguard their well-being and protect them from abuse. The club will:

- Respect and promote the rights, wishes and feelings of children and vulnerable adults

- Recruit and support its trustees, staff and volunteers to adopt best practice to safeguard and protect children and vulnerable adults from abuse and themselves against false allegations
- Respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures

There is a legislative framework in place to safeguard children and vulnerable adults through The Children Act 1989 (as amended by section 53 of the Children Act 2004) and the Safeguarding Vulnerable Groups Act 2006.

Further guidance that sets out the requirements and expectations on professionals to work together to effectively safeguard children include Working Together to Safeguard Children (2015), Safeguarding Disabled Children: Practice Guidance (2009) and What to do if you're worried a child is being abused (2015).

1.3 Principles

The procedures within this policy are guided by the following principles:

- The welfare of children and vulnerable adults as the primary concern.
- All children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- It is the responsibility of the child and adult protection experts to determine whether abuse has taken place, but it is everyone's responsibility to report any concerns.
- All incidents of suspicious or poor practice and allegations should be taken seriously and responded to swiftly and appropriately.
- Confidentiality should be upheld in line with the Data Protection Act 2018 and the Human Rights Act 2000.

1.4 Definitions and Terms

As per the definitions set out in the Children Act 1989, a 'child or children' is anyone who has not yet reached their 18th birthday. It also includes unborn children.

The term 'vulnerable adult' is an adult aged 18 who has the potential to be vulnerable for a variety of reasons and in different situations. An adult may be vulnerable if he/she: has a learning or physical disability, has a physical or mental illness, including alcohol or drug use, has a reduction in physical or mental capacity, is unable, for any other reason, to protect himself/herself against significant harm or exploitation.

'The club' refers to Lincoln City Women FC.

'The board' refers to the trustees of Lincoln City Women FC.

'Staff' refers to designated roles including: Managers/Coaches, Physiotherapists, Welfare & Safeguarding Officer, Media Officer and Commercial Officer.

'Volunteers' refers to all other people/parents who help with the running of Lincoln City Women FC.

Section 2 Safer Recruitment

2.1 Introduction

Within the club, all trustees, staff and volunteers have responsibility for ensuring that children and vulnerable adults are always kept safe. However, within the club there are dedicated roles that ensure the requirements are met and adhered to:

Board of Trustees – 1 x Trustee with safeguarding children and vulnerable adult responsibility.

Staff – Welfare & Safeguarding Officer

The club will put in place the best possible practices and procedures to ensure that only suitably experienced people with the right motivations, time and enthusiasm for working with and championing female football are recruited to work with Lincoln City Women FC. The recruitment procedures outlined in this policy document are mandatory.

2.2 Planning

The first stage of the recruitment process is for the club to draw up a role profile, which highlights the main areas of the role including any skills and experience that an individual would need to fulfil the requirements of the role. At this stage it will be determined if the role requires references or subject to Criminal Record Checks and the reasons recorded.

2.3 Advertising

Advertisement of roles will be through the club website, social media and word of mouth. Information will include the key roles and responsibilities of the position, experience and any qualifications required as well as the level of disclosure appropriate to the role.

2.4 Application Form

All applicants must complete an Application Form (**Appendix A**) which contains information on the applicant including experience and qualifications required, consent to relevant checks and details of two references where required. Proof of identify and address will be required to be seen by a trustee. At least two trustees should work together to consider all the application forms to ensure fair and equal scrutiny.

2.5 Interview

At least two trustees will meet with applicants before any decisions about taking them on are made. The interview will enable the club to explore further the information provided in the application form. The interview presents the applicant with the opportunity to recount previous experiences and gives the club the opportunity to explore safeguarding through questions and examples of how they have or would handle safeguarding situations. Applicants should be asked to bring along certificates or other proof of any qualifications to the meeting or interview – for example, a coaching certificate or proof of attendance at any safeguarding courses.

2.6 References

At least two references should be requested from individuals who are not related to the applicant using the Volunteer Reference Request Form (**Appendix B**). References should be obtained; ideally before they begin at the club. If it is decided that the person can take up the role beforehand, they must not be left alone with children or vulnerable adults at any time. If the references raise any

concerns, the WSO will follow up with the referee and discuss with the trustee DSO, before making a decision.

2.7 Criminal Record Checks

Criminal Record Checks (CRCs) CRC's are another tool in the safer recruitment procedure. A Disclosure and Barring Service Enhanced Check with or without Barred List, tells The FA about a person's recorded offences. Applications for CRCs will be managed by the Club WSO. If an applicant claims to have a DBS Enhanced check, the club will seek advice from The FA CRB or check the Online Safeguarding Service via Member Services.

A decision will be made in each instance, based on the circumstances, as to whether an individual may start to work whilst the checking process is ongoing.

2.8 Once in post

- Successful applicants will sign the code of ethics and conduct.
- Receive information about their responsibilities around safeguarding, including training and information relevant to their role.
- May be offered a period of supervision/observation or mentoring to support their role.
- Will be subject to a Criminal Records Check renewal after 3 years.

Section 3 Promoting Good Practice

3.1 Introduction

Abuse and neglect can provoke strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school/college, work and the sporting environment. A coach or volunteer may have regular contact with children or vulnerable adults and be an important link in identifying cases where they are in need of protection.

3.2 Good Practice Guidelines

All Trustees, Staff and Volunteers are expected to demonstrate exemplary behaviour to promote the interests of children and vulnerable adults and reduce the likelihood of allegations being made. The club expects a high standard of behaviour from staff and volunteers.

3.3 Code of Conduct

All Trustees, Staff and Volunteers are required to sign up to the club code of conduct (**Appendix C**). Equally, all players sign up to the FA Respect Campaign as part of their registration with the league. For those players aged 16/17 parents/carers are required to sign. The codes encourage:

- The development of an open and positive climate in football.
- Poor practice to be identified.
- Investigations to be carried out.
- Disciplinary action to be taken if appropriate.

3.4 Guidelines for Use of Photographic Filming Equipment at Sporting Events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of children or vulnerable adults in exposed positions. The club will adhere to the appropriate guidelines detailed in **Appendix D**.

3.4 Using texts and emails with U18's

The following guidance is provided not as an obstacle but to support the club to manage safeguarding responsibilities effectively. It aims to ensure young people and adults in a position of trust are not subjected to improper communications or improper allegations. Written informed consent needs to be obtained from parents/carers before group email or texts are used to communicate with U18s.

Do:

- get signed consent from parents/carers before using either of these methods of communication with young people
- explain to parents/carers and club members the purpose and method for coaches, team managers, club officials etc to communicate by either text, email or both with their daughter
- only use group texts or emails and always copy in the parent/carer or the designated member of the club to all communications with young people
- make sure texts or emails are only in relation to specific club related activities e.g. informing young people about changes in travel arrangements, training times or venue changes etc
- report to the club WSO any instance(s) where you have received any inappropriate communications from a young person. The club WSO will then agree what action the club will take, notifying parents/carers and any other appropriate individuals or agencies.

Don't

- use text or emails for personal conversation, sending pictures, jokes or other items of a personal nature
- respond to emails from young people other than those directly related to club matters. Advise your club WSO of any non-club related emails you receive
- use language that is directly (or could be misinterpreted as being) racist, sexist, derogatory, threatening, abusive or sexualised in tone.

3.5 Presence on websites and social media

Trustees, staff and volunteers should take care when communicating with others online, particularly when identifying themselves as being associated with the club and when in contact with children and vulnerable adults.

3.6 Children or vulnerable adults obtaining indecent images or 'sexting'

If a child or vulnerable adult reports to a trustee, staff or volunteer that they have sent, or been sent, indecent images (sometimes referred to as 'sexting'), they should discuss the concern with the WSO. The police and children's social care should always be contacted if:

- somebody involved is over the age of 18 or under the age of 13
- there are concerns about the ability to give consent
- the images are extreme or show violence
- the incident is intended to cause physical or emotional harm
- there is reason to believe that they have been blackmailed, coerced or groomed.

Section 4 Recognition of Poor Practice and Abuse

4.1 Introduction

Safeguarding relates to the action taken to promote the welfare of children and vulnerable adults and to protect them from harm. All trustees, staff and volunteers should have a basic awareness of safeguarding issues. This includes:

- Being alert to the possibility of abuse and neglect
- Having enough knowledge to recognise an abusive or potentially abusive event or set of circumstances
- Being aware of the contents of this policy
- Knowing who in the club to raise concerns with
- Being competent to take the appropriate immediate or emergency action.

If any trustee, staff or volunteer has any concerns about a child or vulnerable adult they must alert the club WSO immediately. If they agree there is grounds for concern, they must take appropriate action to safeguard the child or vulnerable adult. This may include contacting the County FA DSO, social care or police.

If a child or vulnerable adult is in immediate danger or requires immediate medical treatment the person who first becomes aware of the danger should dial 999 for the police/emergency medical services.

In any situation where there is a suspicion of abuse, the welfare needs of the child or vulnerable adult must come first even where there may be a conflict of interest (e.g. where the suspected perpetrator may be a member of staff, trustee or volunteer).

4.2 Poor Practice

Poor practice includes any behaviour that contravenes the Code of Conduct which is constituted around the following:

- **Rights** – for example of the player, the parent, the coach, the official etc.
- **Responsibilities** – for example responsibility for the welfare of the players, the sport, the profession of coaching, their own development.
- **Respect** – for example of other players, officials and their decisions, coaches, the rules.

4.3 Abuse

Abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or breach of trust. Abuse can happen to a child or vulnerable adult regardless of their age, gender, race or ability. There are four main types of abuse: physical abuse, emotional abuse, sexual abuse and neglect. See **Appendix E** for information on the types of abuse.

Somebody may abuse or neglect a child or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Abuse may occur in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.

It is not the responsibility of club trustees, staff and volunteers to decide whether abuse is or has taken place, it is their responsibility to identify poor practice and possible abuse and act where they have concerns about the welfare of a child or vulnerable adult by referring this to the WSO.

The NSPCC outlines the common signs of child abuse as:

- Unexplained changes in behaviour or personality.
- Becoming withdrawn.
- Seeming anxious.
- Becoming uncharacteristically aggressive.
- Lacks social skills and has few friends, if any.
- Poor bond or relationship with a parent.
- Knowledge of adult issues inappropriate for their age.
- Running away or going missing.
- Always choosing to wear clothes which cover their body.

For more information, visit the NSPCC website.

Section 5 Procedures for safeguarding children and vulnerable adults

5.1 Introduction

It is not the responsibility of anyone at the club to investigate abuse, however, there is a responsibility to protect children and vulnerable adults order that appropriate agencies can then make enquiries and take any necessary action to protect the individual.

If a trustee, staff or volunteer suspects that a child or vulnerable adult is being harmed by experiencing, or already has experienced, abuse or neglect and/or is likely to suffer harm in the future, they must talk to the WSO or the County FA DSO in their absence. They will agree next steps including making any necessary referrals.

If you are not able to contact them, advice can be sought from Social Services, the Police or the NSPCC, contact details can be found in **Appendix F**.

If anyone other than the WSO makes a referral, they should inform the WSO as soon as possible.

5.2 Responding to a disclosure

- **reassure them:** they have done the right thing in telling you. Make sure they know that abuse is never their fault.
- **Listen:** It is vital that anyone who is trying to disclose abuse feels that they are being listened to and taken seriously.
- **show you care, help them open up:** Give your full attention and keep your body language open and encouraging. Be compassionate, be understanding and reassure them their feelings are important. Phrases such as 'you've shown such courage today' help.
- **take your time, slow down:** Respect pauses and do not interrupt – let them go at their own pace. Recognise and respond to their body language. And remember that it may take several conversations for them to share what has happened to them.
- **show you understand, reflect back:** Make it clear you are interested in what they are telling you. Reflect back what they've said to check your understanding – and use their language to show it is their experience.
- **Make notes:** It is important to keep accurate and detailed notes on any concerns you have. You will need to share these with the WSO.
- Never talk to the alleged perpetrator about the disclosure. This could make things a lot worse.

5.3 Confidentiality

Should it become necessary to pass on information shared by another party this decision should always be discussed with the person in question and where possible their cooperation sought beforehand. Explanations of the reasons; processes; likely sequence of events; and who to contact for information or for support should also be provided.

When a child or vulnerable adult makes an allegation of abuse, they may hope that the abuse will stop without further enquiries. They may fear the effect this will have on their family and may fear retribution from the abuser. They should be helped to understand why the referral WSO must be made and what is likely to happen as a result. It is important to reassure the child or vulnerable adult but they must not be told that their allegation will be treated in a particular way or that the information will be kept a secret.

5.4 Record keeping

Even if a concern has been discussed with the WSO, it is important that all concerns are properly recorded in writing whether or not further action is taken. It is important that concerns raised are recorded accurately and in detail. All discussions should end with clear and explicit recorded agreement about who will be taking what action. Where no further action is the outcome the reason for this should be clearly recorded. Do not pursue or question the child or vulnerable adult for this information if it is not given freely. There should be no delay in reporting the matter by waiting for all the information.

It is important not to write speculative comments but to stick to the facts. Opinion may be crucial but it should be recorded as an opinion and any evidence stated to support these opinions. Records pertaining to issues of child protection may be accessible to third parties such as Children's Services, Police, the Courts and Solicitors.

Records must be kept securely in a locked place or file to which access is restricted.

5.5 Sharing Concerns with Parents/Carers

There is a commitment to work in partnership with parents/carers where there are concerns about children or vulnerable adults. Therefore, in most situations, it will be important to talk to parents/carers to help clarify any initial concerns. For example, if a child seems withdrawn, there may be a reasonable explanation. They may have experienced an upset in the family, such as a parental separation, divorce or bereavement.

There are circumstances in which a child or vulnerable adult might be placed at even greater risk if concerns are shared (e.g. where a parent/carer may be responsible for the abuse or not able to respond to the situation appropriately). In these situations, or where concerns still exist, any suspicion, allegation or incident of abuse must be reported as soon as possible to the WSO.

5.6 Allegations against club trustees, staff and volunteers

Any suspicion, allegation or actual abuse of a child or vulnerable adult by a trustee, staff or volunteer must be reported to the WSO immediately. Concerns about trustees, staff and volunteers must be treated with the same rigour as other concerns. The WSO will make a referral to the Local Authority Designated Officer (LADO) if it has been alleged that a person who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child

- behaved towards a child or children in a way that indicates they may pose a risk of harm to children

The club will refer to the code of conduct and decide whether the trustee, staff or volunteer should be suspended pending a full investigation. The nature of the concern about the individuals conduct and or performance will determine how and what action is taken.

On occasion, a child or vulnerable adult may abuse another child or vulnerable adult. Safeguarding procedures should be followed in respect of all parties in those situations.

5.7 Support reporting concerns

It is acknowledged that feelings generated by the discovery that a member of staff/volunteer is, or may be, harming a child or vulnerable adult, will raise concerns among other trustees, staff and volunteers. This includes the difficulties inherent in reporting such matters. The club will fully support and protect anyone who, in good faith (without malicious intent), reports a concern about a colleague's practice or the possibility that a child or vulnerable adult may be at risk.

5.8 Information sharing

Information sharing must be done in a way that is compliant with the General Data Protection Regulation and Data Protection Act 2018, the Human Rights Act 1998 and the common law duty of confidentiality. However, a concern for confidentiality must never be used as a justification for withholding information when it would be in the child or vulnerable adult's best interests to share information.

5.9 Action for Dealing with Bullying

If bullying is severe i.e. serious physical assault or if it persists despite efforts to deal with it, the same procedure should be followed as set out above.

Additionally, action to help the victim and prevent bullying include:

- Taking all signs of bullying very seriously.
- Encourage all children and vulnerable adults to speak and share their concerns.
- Help the victim to speak out and tell someone. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe and feels reassured. Speak with the victim and the bully separately.
- Report to WSO if needed.

Action Towards the Bully includes:

- Talk with the bully, explain the situation, try to get them to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Impose sanctions, as necessary.
- Encourage and support them to change behaviour.
- Keep a written record of any action taken.

For further guidance see The FA's Anti-Bullying Policy for Football Clubs.

Section 6 Implementation and Monitoring Procedures

6.1 Introduction

The trustees and WSO are accountable for the effective implementation of this policy and will ensure that all staff and volunteers receive a copy, understand its application and their responsibilities.

6.2 Policy Review

The Safeguarding Children and Vulnerable Adult Policy will be reviewed on a yearly basis and updated to ensure compliance with relevant legislation and any internal change. The WSO will ensure that each published version of this policy is archived, along with details of when it was in operation.

Version	Date of Issue	Date of Review	Name	Signature
1	03/10/2020	03/10/2021	Joanna Manning	J Manning

Appendix A



Volunteer Application Form

Position applied for:

Date:

Personal details:

Title	
Full name	
DOB	
Address	
Email	
Telephone	

Employment details:

Job title	
Name of employer	
Address	
Email	
Telephone	

Relevant experience/qualifications and motivations for volunteering:

References:

Please provide details of two people who know you well (but are not related)

Name: Address: Email: Telephone: Relationship:	Name: Address: Email: Telephone: Relationship:
--	--

Appendix B



Volunteer Reference Request Form

Volunteer name	Volunteer position
Your name	Your email address
How long have you known the applicant?	In what capacity do you know them?
Please describe the key characteristics and skills of the volunteer which, in your opinion, they would bring to the football club.	
The role involves working with young people under 18 and vulnerable adults – do you have any reasons to be concerned about this?	
Any other comments	
Signature	Date

Appendix C



Code of Conduct – Staff/Volunteers

Based upon the FA's Code of Respect.

On and off the field, I will:

- Always show respect to everyone involved in the game
- Stick to the rules and celebrate the spirit of the game
- Encourage fair play and high standards of behaviour
- Always respect the Referee and encourage players to do the same
- Never enter the field of play without the referee's permission
- Never engage in, or tolerate offensive, insulting or abusive behaviour
- Be aware of the potential impact of bad language on others
- Be gracious in victory and defeat
- Respect the facilities home and away

When working with and for the players, I will:

- Place the well-being, safety and enjoyment of each player above everything
- Never tolerate any form of bullying
- Ensure all activities are suited for the players' ability and age
- Work with others (e.g. officials, welfare officers, physiotherapists) for each player's best interests

I understand that if I do not follow the Code, I may be:

- Required to meet with the club Welfare Officer or CFA Designated Safeguarding Officer (DSO).
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave, lose my position and/or have my license withdrawn

NAME.....

SIGNATURE.....

DATE.....

Appendix D

Guidelines on Use of Photographic and Filming Equipment at Football Games/Events

There has been much talk about who can take pictures of children and vulnerable adults playing football and in particular what parents/carers are permitted to do.

Potential risks

This guidance is to help avoid the following:

- The inappropriate use, adaptation or copying of images for use on child abuse websites on the internet (often incorrectly referred to as pornography sites).
- The identification of children and vulnerable when a photograph is accompanied by significant personal information that will assist a third party in identifying them. This can lead, and has led, to children and vulnerable adults being ‘groomed’.
- The identification and locating of children in inappropriate circumstances which include:
 - a. A child has been removed from his/her family for their own safety.
 - b. Where restrictions on contact with one parent following a parental separation exist e.g. in domestic violence cases.
 - c. In situations where a child may be a witness in criminal proceedings.
 - d. Other safeguarding children or vulnerable adult concerns.

It is important to remember most images taken are appropriate and taken in good faith. If we take the following simple measures, we can help to ensure the safety of children and vulnerable adults in football.

Common sense considerations to ensure everyone’s safety

Do:

- Share the guidance on taking images with all staff/volunteers and parents/carers when they join the club.
- Ensure the club has parental consent to use a U18 player’s image if it is to be used in the public domain e.g. club website or newspaper article. This is essential in relation to point 3 below.
- Ensure that any child in your club who is under care proceedings, is protected by ensuring that their image is not placed in the public domain. This can be done by using a Consent Form, so that parents/carers can identify whether this applies to children in their care.
- Focus on the activity rather than the individual.
- Ensure all those featured are appropriately dressed (a minimum of shirt and shorts)

Don’t:

- Publish photographs with the full name(s) of the individual(s) featured unless you have consent to do so. For U18’s you need to have written consent and informed the parents/carers as to how the image will be used.

- Use player profiles with pictures and detailed personal information on websites without consent.
- Use an image for something other than that which it was initially agreed, e.g. published in local press when initially produced for a club commemorative picture.
- Allow images to be recorded in changing rooms, showers or toilets.

Filming as a coaching aid

The club advises that coaches using videoing as a legitimate coaching aid should make parents/carers and players aware that this will be part of the coaching programme. Care should be taken when storing the videos.

If you are concerned about the inappropriate use of images, please report this to the Welfare and Safeguarding Officer.

Remember

It is not an offence to take appropriate photographs in a public place even if asked not to do so. No one has the right to decide who can and cannot take images on public land. If you have serious concerns about a possible child protection issue relating to the recording images then call the Police. This action should only be taken where you believe that someone may be acting unlawfully or putting a child or vulnerable adult at risk. The land or facility owner can decide whether photography and or videoing at football activities will be permitted when carried out on private land. However, you need to make this known before allowing individuals access to the private property. If they do not comply then you may request that they leave.

Try not to use images that include individuals wearing jewellery (as wearing jewellery whilst playing is contrary to the Laws of the Game as well as being a health and safety issue).

Commissioning professional photographers and the local media

If you are commissioning professional photographers or inviting the press to cover a football game or event, ensure you and they are clear about each other's expectations. The key is to plan and communicate early on.

Provide a clear brief about what is considered appropriate in terms of content and behaviour. Inform them of your club's commitment to safeguarding children and vulnerable adults. Establish who will hold the recorded images and what they intend to do with them, e.g. place on a website for sale, distribute thumb nails to the club to co-ordinate sales. Issue the professional photographer with identification, which must always be worn.

Inform participants and parents/carers prior to the event that a professional photographer will be in attendance and ensure you have established that no under 18s will be compromised due to safeguarding children concerns if their image is taken – remember this can be done by using a Consent Form at the start of the season.

To report potentially unlawful materials on the internet please contact:

The Internet Watch Foundation
 Email: report@iwf.org.uk
 Telephone: 01223 237700

Fax the hotline: 01223 235921
www.iwf.org.uk

Appendix E

Types of Abuse	Definition
Physical Abuse	Physical abuse is when someone hurts or harms a child or vulnerable adult on purpose. It includes hitting with hands or objects, slapping and punching, kicking, shaking, throwing, poisoning, burning and scalding, biting and scratching, breaking bones and drowning. It's important to remember that physical abuse is any way of intentionally causing physical harm to a child or vulnerable adult. It also includes making up the symptoms of an illness or causing them to become unwell.
Emotional Abuse	Emotional abuse is any type of abuse that involves the continual emotional mistreatment of a child or vulnerable adult. It's sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate or ignore them. Emotional abuse is often a part of other kinds of abuse, which means it can be difficult to spot the signs or tell the difference, though it can also happen on its own.
Sexual Abuse	Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving them in looking at, or in the production of, pornographic material or in watching sexual activities, or encouraging them to behave in sexually inappropriate ways. Sexual abuse can happen anywhere – and it can happen in person or online.
Child Sexual Exploitation	Child sexual exploitation is the coercion or manipulation of children into taking part in sexual activities. It is a form of sexual abuse involving an exchange of some form of payment which can include money, mobile phones and other items, drugs, alcohol, a place to stay, 'protection' or affection. The vulnerability of the child and grooming process employed by perpetrators renders them powerless to recognise the exploitative nature of relationships and unable to give informed consent.
Neglect	Neglect is the persistent failure to meet a child or vulnerable adult basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. It may involve a parent or caregiver failing to provide adequate food, shelter and clothing, failing to protect them from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child or vulnerable adult basic emotional needs.
Criminal Exploitation & Gangs (incl. County Lines)	Criminal exploitation is abuse where children or vulnerable adults are manipulated and coerced into committing crimes. Gang membership can be linked to illegal activity, particularly organised criminal gangs involved in trafficking, drug dealing and violent crime. County Lines is the police term for urban gangs exploiting children into moving drugs

	from a hub, normally a large city, into other markets - suburban areas and market and coastal towns - using dedicated mobile phone lines or "deal lines". These children then live in the homes of a drug user, or other vulnerable person, and it is taken over by a criminal gang - this may be referred to as cuckooing.
Bullying and Cyberbullying	Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally. Cyberbullying is bullying that takes place online. Unlike bullying in the real world, online bullying can follow the child wherever they go, via social networks, gaming and mobile phone.
Child Trafficking & Modern Slavery	Child trafficking and Modern Slavery are abuse. Many children and vulnerable adults are trafficked into the UK from other countries like Vietnam, Albania and Romania. Children are also trafficked around the UK. Trafficking is where children and vulnerable adults are forced or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold. They are trafficked for sexual exploitation, benefit fraud, forced marriage, domestic slavery like cleaning, cooking and childcare; forced labour in factories or agriculture, committing crimes, like begging, theft, working on cannabis farms or moving drugs. Traffickers use physical, sexual and emotional abuse as a form of control.
Domestic Abuse	Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to psychological, physical, sexual, financial and emotional. Domestic abuse can seriously harm children and witnessing domestic abuse is child abuse.
Female Genital Mutilation	FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting'. FGM can happen at different times in a girl or woman's life, including when a baby is newborn, during childhood or teenage years, just before marriage or during pregnancy. FGM is dangerous and a criminal offence in the UK.
Prevent	Children and vulnerable adults can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme. Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm.

	<p>Extremism is 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. It includes calls for the death of members of the British armed forces (HM Government, 2011).</p> <p>Protecting children and vulnerable adults from the risk of radicalisation is part of safeguarding duties and is similar in nature to protecting them from harms such as abuse and exploitation.</p>
Financial or Material Abuse	Where vulnerable adults are the victims of theft, fraud, pressure around wills, property or inheritance or misuse of benefits.
Discriminatory Abuse	Unequal treatment, abuse, harassment or exclusion based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as 'protected characteristics' under the Equality Act 2010).

Appendix F

Contacts

Position/Organisation	Name	Contact Details
Lincoln City Women FC Welfare and Safeguarding Officer	Joanna Manning	joannamanning@aol.com
Lincoln City Women FC Chair	Martin Ryder	lincolncitywomen@gmail.com
Lincolnshire Children's Safeguarding		01522 782111 (Monday to Friday, 8.00am to 6.00pm) 01522 782333 (outside office hours)
LADO		01522 554674
Lincolnshire Adults safeguarding		01522 782155 (Monday to Friday, 8.00am to 6.00pm) 01522 782333 (outside office hours)
Police		Immediate risk of danger call 999 or 112 Otherwise call 101
Lincolnshire FA Designated Safeguarding Officer (DSO)	Sarah Pridmore	sarah.pridmore@lincolnshirefa.com safeguarding@lincolnshirefa.com
NSPCC		Worried about a child call 0808 800 5000