# Safeguarding Adults at Risk

## Policy and Procedures

# Contents


**Contents** **2**
Safeguarding Adults at Risk Policy Statement 3
Principles 4
Monitoring 4
Recruitment, Induction, Training, and Qualifications 4
Disclosure and Barring Service Checks 5
BCWFC Board Members 5
Senior Safeguarding Manager (SSM) 6
Designated Safeguarding Officer (DSO) 6
Safeguarding Terminology 6
Code of Conduct for Staff and Volunteers 8
Emergency Action and First Aid 9
Procedures 10
Management of Safeguarding Cases 10
General Principles of Case Management 10
Investigation 10
Risk Assessment 10
Risk Management 10
Responding to Disclosure 11
In the event of a disclosure, staff should not: 11
Other Disclosures 11
Consent 12
Reporting Procedure 12
High Level Concerns 12
Low Level Concerns 13
Information Sharing 13
Guidance for Referrals 14
Appendix 1- Safeguarding Indicators 17
Additional Safeguarding Indicators 22
Appendix 2 - Wellbeing Principle 25
Appendix 3 – Overview of Dealing with Possible Adult Abuse in a Football Setting 27
Appendix 4 - BCWFC Safeguarding Governance 28
Appendix 5 - A Serious safeguarding allegation management flow chart 29
Appendix 6 - Incident reporting Flow Chart 30
Appendix 7 - First Aid Reporting Flow Chart 31
Appendix 8 - Accident Reporting Flow Chart 32
Appendix 9 - Staff Personal Media Guidance and Procedures 33
Appendix 10a - Procedures for Youth Produced Sexual Imagery & Nudes/Semi-Nudes (Staff) 34
Appendix 10b - Procedures for Youth Produced Sexual Imagery & Nudes/Semi-Nudes (Players) 35
Appendix 11 - Online Safety 36
Appendix 12 - Match Days 37
Appendix 13 - Additional Contacts for Adults at Risk 38
References 39

## Safeguarding Adults at Risk Policy Statement

Bristol City Women Football Company, Bristol City Women Professional Game Academy (PGA) and Bristol City Women Emerging Talent Centre (ETC) are collectively referred to as "the Company".

The Company has both a moral and legal obligation to ensure a duty of care for adults at risk across its services. We are committed to ensuring that all adults at risk are protected and kept safe from harm whilst engaged in any services organised and provided by the Company. The Company is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and local authority requirements.

This Policy recognises that the welfare and interests of adults at risk are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender, race, religion or beliefs, ethnicity, sexual orientation, marital or gender status or socio-economic background, all adults at risk have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment. We will seek to ensure that our sports are inclusive and will make reasonable adjustments for any ability, disability, or impairment. We commit to continuous development, monitoring, and review.

The rights, dignity and worth of all adults at risk will always be respected.

The Company recognises that ability and disability can change over time, such that some adults at **risk** may be additionally vulnerable to abuse, in particular those adults with care and support needs. An adult with a disability or those from ethnic minority communities can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare in accordance with the Care Act 2014.

As part of our Safeguarding Policy the Company will:

- Promote the safety and wellbeing of adults at risk.
- Ensure staff, volunteers and board members understand their roles and responsibilities in respect of safeguarding and are provided with appropriate learning opportunities to recognise, identify, and respond to signs of abuse, neglect and other safeguarding concerns relating to **adults at** risk.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern in line with this Policy.

- Ensure that confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored and retained in accordance with UK data protection legislation.
- Ensure that the Company has Safer recruitment procedures to secure the employment/deployment of suitable individuals.
- Ensure robust safeguarding arrangements and procedures are in operation.
- Recognise the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Adults Board.

This Policy and the procedures will be widely promoted amongst staff and are mandatory for all in the Company. Failure to comply with the Policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the Company.

## Principles

This Policy and supporting procedures are based on the following principles.

- **Empowerment -** People being supported and encouraged to make their own decisions and informed consent.
- **Prevention -** It is better to act before harm occurs.
- **Proportionality -** The least intrusive response appropriate to the risk presented.
- **Protection –** Support and representation for those in greatest need.
- **Partnership –** Local solutions through services working with their communities.
- **Accountability –** Accountability and transparency in delivering safeguarding.

## Monitoring

This Policy will be reviewed a year after development and then every year after, or in the following circumstances:

- Changes in legislation and/or government guidance.
- As required by the Local Safeguarding Adults Boards.
- As a result of any other significant change or event.

## Recruitment, Induction, Training, and Qualifications

All staff recruitment is conducted in an open and transparent manner to ensure that the Company has the best staff. Reference should be made to the Company's Safer Recruitment Policy.

Successful candidates are also subject to reference checks, which ask previous employers for their opinion as to whether the candidate is suitable to work with adults at risk or adults in need of care or support if the role requires it.

The employment of staff, (where the role requires it) is subject to individuals having a relevant and up to date safeguarding qualification and enhanced DBS check. The standard recognised welfare qualification for the Company is the FA Safeguarding Children Certificate where staff are working in a regulated activity. Additionally, the FA Safeguarding Adults course is highly recommended.

The FA Safeguarding Children Certificate is valid for a period of two years from the date it is attained, and all staff are required to maintain their safeguarding qualification throughout their employment to ensure that it remains up to date and valid.

As part of the induction process for every member of staff (and volunteers), a copy of this Safeguarding Adults at risk Policy is **shared** and discussed. This allows all staff and volunteers to understand their, and the Company's responsibilities in running our activities in a controlled and safe environment for all participants. The induction process also covers the procedures for making disclosures or referrals, should the need arise.

The Company will also undertake mandatory in-house training and development on safeguarding and welfare, to ensure that it remains continuously at the top of the agenda for all staff.

## Disclosure and Barring Service Checks

All staff and volunteers who are working with young people and/or adults at risk of harm are subject to an enhanced DBS check, which will be undertaken through the DBS, with the process further outlined in the Company's Self-declaration form and Criminal Records Policy. These checks will be led by the Senior Safeguarding Manager (SSM) with the support of the Designated Safeguarding Officer.

The Company undertakes not to discriminate unfairly against any person subject to a Criminal Records Check or self-disclosure based on a conviction or other information revealed.

Having a criminal record will not necessarily bar individuals from working or volunteering with the Company and any record will be considered as part of a risk assessment process, as outlined in the Safer Recruitment Policy, that ensures suitability for the post in question.

The decision on suitability will depend on the nature of the position and the circumstances and background of the offences, cautions and other criminal intelligence.

The DBS confirms that all DBS and criminal record data will be processed on behalf of the Company in accordance with the provisions of UK data protection legislation and the DBS Code of Practice.

## BCWFC Board Members

Ultimately, responsibilities for safeguarding and welfare within the Company, lies with the BCWFC Board Members. The role of the BCWFC Board in the Company is not to oversee the day-to-day management of safeguarding and welfare controls, but to take leadership responsibility for the Company's safeguarding arrangements. The day-to-day management for safeguarding controls is delegated to the Senior Safeguarding Manager (SSM) of the Company.

The subject of safeguarding and welfare is monitored by Board Members at quarterly meetings through a standard agenda item. Safeguarding and welfare is promoted by the Board Safeguarding Champion.

## Senior Safeguarding Manager (SSM)

The Company has a Senior Safeguarding Manager (SSM) who is supported by a Designated Safeguarding Officer (DSO) in all areas of the Company. The officers of the Company will have undergone the relevant and necessary training.

The role of the SSM is:

- To be clear about the Company's responsibilities when running activities for children, young people and adults at risk or adults in need of care and support.
- To help the Company staff and volunteers understand what their duty of care towards children, young people and adults at risk or adults in need of care and support means and entails on a day-to-day basis.
- Ensure that proper procedures and policies are in place and are followed with regard to adult safeguarding and protection issues.
- Ensure all staff and volunteers receive appropriate training.

The SSM will lead the Company on safeguarding and the welfare of adults at risk on a day-to-day basis, supported by an informed and trained workforce. This ensures that risks are managed as effectively as possible and all staff, players and volunteers, project participants and parents are aware of the processes and procedures for reporting concerns should the need arise.

## Designated Safeguarding Officer (DSO)

Each area of the Company has a Designated Safeguarding Officer who will have undergone relevant training and DBS checks. As part of their role, they will have access to continual professional development and form part of a Safeguarding team (Appendix 4).

The role of the DSO is:

- To be the first port of call for safeguarding issues within their area of the Company.
- To report directly toSenior Safeguarding Manager any serious safeguarding concerns.
- Ensure that all concerns are reported and recorded appropriately.
- Liaise with and support the SSM.

**Should a member of staff have a concern related to SSM or the Board Safeguarding Champion, they should report this directly to the Local Authority Designated Officer ("LADO") - LADO@bristol.gov.uk Telephone: 0117 903 7795**

## Safeguarding Terminology

### Adult

For the purpose of this Policy an adult is defined as anyone over the age of 18.

**Adult At Risk**

Is a person aged 18yrs or over who:

- **Has a need** for care and support (regardless of whether the local authority is meeting any of these needs).
- Is experiencing or is at risk of abuse or neglect.
- As a result of those care and support needs **are unable** to protect themselves from either the risk of, or the experience of abuse or neglect.

**Adults In Need of Care or Support**

This is determined by a range of factors including personal characteristics, factors associated with their situation or environment and social factors. A person's disability or frailty does not automatically mean that they are experiencing harm or abuse. When considering safeguarding adults, the likelihood of an adult in need of care and support experiencing harm or abuse should be determined by considering a range of social, environmental and clinical factors and not because they may be defined by one or more of the above (Appendix 1).

**Abuse**

Is a violation of an individual's human and civil rights by another person or persons.

**Mental Capacity**

Refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (MCA 2005) – Appendix 2.

**Safeguarding**

Safeguarding is the action that is taken to promote the welfare and human rights of individuals especially children, young people and adults at risk or adults in need of care and support to live free from abuse, harm, and neglect. Safeguarding is everyone's responsibility. Adult safeguarding should be person led, and outcome focused (Appendix 2).

**Position of Trust**

A "position of trust" exists when one person holds power or influence over another due to the nature of their work or activity. Specifically regarding 16 and 17-year-olds, a person is legally in a position of trust if they regularly coach, teach, train, supervise, or instruct the teenager in a sport or religious activity, and they are fully aware that they hold this regular role. Under UK law, if an adult (aged 18 or over) is in a legally defined position of trust with a 16 or 17-year-old, it is a criminal offense for them to engage in any form of sexual activity or relationship together. Even though 16 is the legal age of consent in the UK, the law strictly overrides this when an unequal power dynamic exists. Because the adult holds significant influence, power, and authority over the teenager, the law deems that the teenager cannot freely give legal consent within that relationship. It is considered an abuse of a position of trust.

**Types of Abuse**

Abuse can happen on any occasion or in any place where adults are at risk of harm. 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 represents an abuse of power or a breach of trust. Abuse can happen to an individual regardless of their age, gender, race, or ability.

Somebody may abuse or neglect an individual by inflicting harm, or by failing to act to prevent harm. People may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. People can be abused by adults either male or female, or children.

Any allegations or suspicions of abuse, poor practice or bullying need to be responded to and reported in line with the Company's reporting procedures (Appendix 5 and 6).
There are different types and patterns of abuse and neglect and different circumstances in which they take place. We look in detail at the types of abuse (The Care Act 2014) in Appendix 1 and some signs to look out for if staff are concerned about abuse.

## Code of Conduct for Staff and Volunteers

Staff and volunteers should be positive role models and help build an individual's confidence. The concept of wellbeing is threaded throughout the Care Act and is very relevant to adult safeguarding in sport. For full details see Appendix 2.

It is important that staff working with adults at risk and adults in need of care follow the guidelines below.

**Staff and Volunteers are expected to:**

- Ensure the safety of all adults at risk and adults in need of care by providing effective supervision, proper pre-planning of sessions, always using safe methods.
- Consider the wellbeing and safety of participants before the development of their performance skills.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Treat all people fairly and ensure they feel valued. Have no favourites.
- Encourage all adults not to discriminate on the grounds of religious beliefs, race, gender, social classes, or lack of ability.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Be positive, approachable and offer praise to always promote the objectives of the Company.
- Not let any allegations of abuse of any kind or poor practice go unchallenged or unrecorded.
- Record incidents and accidents in the line with the Company's procedures.
- Never use sanctions that humiliate or harm participants.
- Report accidents or incidents of alleged abuse or poor practice to the designated person.
- Administer minor first aid in the presence of others and where required.

- Have access to a telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of adults at risk and adults in need of care within the group.
- Ensure the rights and responsibilities of adults at risk and adults in need of care are enforced.
- Establish and address the additional needs of disabled participants or other adults at risk and adults in need of care.
- Not abuse members physically, emotionally, or sexually.
- Not engage in a sexual relationship with adults at risk and adults in need of care for whom they are responsible.
- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of all.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Be a role model, displaying a consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember people learn by example.
- Refrain from smoking and the consumption of alcohol during activities or sessions.
- Never condone rule violations, rough play, or the use of prohibited substances.
- Not spend excessive amounts of time alone with participants unless there are exceptional circumstances.
- Never take an “adult at risk or an adult in need of care” to their home or travel alone with them.
- Not administer First Aid involving the **removal** of an individual’s clothing unless in the presence of others.
- Hold appropriate valid qualifications and insurance cover.
- Make activity fun.
- Always Adhere to the Company’s social media Policy.

**Staff and Volunteers have the right to:**

- Access on-going training and information on all aspects of leading/managing activities for adults at risk and adults in need of care particularly on safeguarding.
- Support in the reporting of suspected abuse or poor practice.
- Access to professional support services.
- Fair and equitable treatment by the Company.
- Be protected from abuse by children, young people, other adults, and parents.
- Not to be left vulnerable when working with adults at risk and adults in need of care.

Any minor misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the Senior Safeguarding Manager. Serious or persistent breach of the code will result in disciplinary action and could lead to dismissal from the Company.
Refer to the Company’s Raising a Concern, and Disciplinary Policies.

**Emergency Action and First Aid**

All coaches, leaders and members should be prepared with an action plan in the event of an emergency and be aware of our First Aid Procedures. (Management of Health and Safety at Work regulations 1999) (Appendices 7 and 8). This will include:

- Access to First Aid equipment.
- Telephone contact if the participant is a minor.
- Telephone contact to the Emergency Services.

## Procedures

### Management of Safeguarding Cases

Remember Adult safeguarding should be person led, and outcome focused.

### General Principles of Case Management

1. Where, in a sport context, any issue arises in relation to adults at risk and adults in need of care it should be dealt with immediately.
2. Any investigation or inquiry is to proceed upon the basis that the primary consideration will be a determination of the risk posed to the adult(s) at risk and adult(s) in need of care.
3. Unless the determination finds no, or an insignificant, risk, effective steps must be taken to manage or reduce the risk.
4. Individuals about whom there are concerns should be treated fairly and honestly and should be provided with support throughout the process.

### Investigation

1. Every investigation or inquiry must be sensitive to the welfare of the adult(s) at risk and adult(s) in need of care during its processes and, at all times, hold central the need to keep the interests of those directly involved as paramount.
2. Where issues other than risk to **vulnerable adults** are under consideration in any investigation or inquiry, such issues must remain subordinate to the requirement to determine the risk posed to other participants.

### Risk Assessment

1. The assessment of risk involves consideration of the actual or potential harm that an individual poses to adults at risk and adults in need of care.
2. The assessment of risk does not involve making a finding based upon either the criminal or civil standards of proof (i.e., certainty or “the balance of probabilities”). The assessment requires a defensible decision that a risk does or does not exist and, where it does, a determination of the extent of such risk.
3. Save in exceptional cases, the assessment will not require the production of a formal risk assessment report.

### Risk Management

1. The steps taken to address any perceived risk to adults at risk and adults in need of care must have regard to the nature and extent of the risk as well as to any particular and relevant aspects of the activity in question and, in the light of this, must seek to ensure that such steps will be effective.
2. In cases where the perceived risk is low, and no criminal or disciplinary charge could be made out, it may be nonetheless necessary to impose stringent restrictions on an individual or remove his/her ability to participate in the activity in question.

**Responding to Disclosure**

If an adult at risk **or an adult** in need of care informs a member of staff directly or a member of staff identifies that they are concerned about someone's behaviour towards them, this is known as a disclosure. This disclosure may be relating to an incident or incidents either during the Company activity, or outside of the activity environment. The person receiving the disclosure should:

- React calmly so as not to frighten the individual.
- Remember to make safeguarding personal. Discuss the concerns with the adult, obtain their view of what they would like to happen. Inform them that it is your duty to pass on concerns.
- If the individual needs immediate medical treatment, telephone for an ambulance, inform doctors of concern and ensure they are aware that is an adult safeguarding issue (as outlined in the referral procedure diagram Appendices 5 and 6).
- Ensure the immediate safety of the individual in question. If the matter is urgent contact the emergency services/police.
- Re-assure the individual but do not make promises of confidentiality or outcome, which might not be feasible in the light of subsequent developments.
- In the event of suspicion of sexual abuse do not let the adult bath or shower until given permission to do so. Washing can destroy evidence.
- Keep the individual informed of actions and ensure you always consider their needs.
- Make a note of what the person has said as soon as is practical using "My concern". Use their own words where possible. Raise your concern with the safeguarding team as soon as you are able (within 24 hrs). Remember the need to be confidential. Include only **facts,** not opinion.

**In the event of a disclosure, staff should not:**

- Dismiss the concern.
- Panic.
- Allow your shock or distaste to show.
- Speculate or make assumptions.
- Make negative comments about the alleged abuser.
- Make promises or agree to keep secrets.
- Ask the person or any witnesses to sign your written information as this may be significantly detrimental to any subsequent police investigation.

**Do not take photographs** of any alleged injuries. Any such recording must only be done by an approved medical or other practitioner, following referral.

**Other Disclosures**

There may be instances where a fellow member of staff, friend, or carer of an adult at risk or adult in need of care or support may disclose a concern about their welfare.

In this instance the same protocol should be followed regarding reporting procedures, and it should be made clear on the referral form by whom the disclosure was made.

This Safeguarding Adult at **Risk** Policy should be made available for all key stakeholders upon request, to ensure individuals and other companies are aware of the Company reporting procedure for safeguarding concerns.

**Consent**

When making an adult referral to the Adult Safeguarding team or MASH team (Multi-Agency Safeguarding Hub) consent should be sought where possible from the adult at risk. Individuals may not give their consent for several reasons. Reassurance, appropriate support and revisiting the issues at another time may help to change their view.

If they still do not consent, then their wishes should usually be respected. There are, however, circumstances where information can be shared without consent such as when the adult does not have the mental capacity to consent and it is in the public interest because it may affect other people, or a serious crime has been committed. Always discuss this with the Senior Safeguarding Manager (SSM).

## Reporting Procedure

**High Level Concerns**

All allegations or suspicions and concerns are to be treated seriously. No abuse is acceptable. Some Safeguarding concerns may indicate a criminal offence and must be reported to the Police as soon as possible (refer to the consent section above).

It is the responsibility of the individual employee or volunteer to take a lead on reporting all concerns to the Company's Senior Safeguarding Manager or Designated Safeguarding Officer. The individual employee should assist in any further action required on behalf of the Company. A copy of the referral process for staff and volunteers is available in Appendices 5 and 6.

Information should be shared with the Senior Safeguarding Manager, who must approve of any actions to be taken and any documentation or correspondence being sent out.
Employees with concerns should discuss them with the Safeguarding Manager or Designated Safeguarding Officer immediately. They will then seek advice, if necessary, from other nominated welfare professionals (Bristol City Council Adult team/ MASH team, FA or WSL).

Volunteers with concerns should discuss these discreetly with their coordinator or the Designated Senior Safeguarding Officer as soon as possible after the abuse or suspicions of abuse are observed. If unavailable, then any concerns should be discussed directly with the Senior Safeguarding Manager.

Concerns about colleagues should be addressed initially with the Designated Safeguarding Officer who in turn will discuss with the Senior Safeguarding Manager. If this is not possible

or the concern is about the Designated Safeguarding Officer then speak directly to the Senior Safeguarding Manager or Bristol City Council, Gloucestershire County FA, or the WSL. All staff concerns should be logged by the relevant DSO on the staff "My Concern" site. There is also an anonymous form that can be used.
Where there is evidence of immediate harm then the employee should phone 999 and report the incident to the Police.

**Low Level Concerns**

These are concerns that may not meet the harm threshold or need a referral to an outside agency but that may cause a sense of unease or a "nagging doubt". These could be related to a member of staff being inconsistent with the "Code of Conduct", inappropriate outside work, over friendly with children, taking photographs on mobile phones, general poor practice around children, young people and or adults at risk.
The Company promotes an open and transparent culture in which all concerns about adults working in or on behalf of the Company are taken seriously, dealt with promptly and appropriately. This will minimise the risk of abuse, identify inappropriate, problematic or concerning behaviours and set clear professional boundaries which reflect the ethos and values of the Company.
All low-level concerns should be recorded promptly on "My Concern". These will be reviewed, categorised and a course of action identified by the Senior Safeguarding Manager in consultation with the Designated Company Safeguarding Officer.
Information Sharing

If there is a reasonable concern that an adult at risk or adult in need of care or support may be at risk of harm this will always override a professional agency requirement to keep information confidential.

If the Company is approached about sharing information, the following will be considered:

- What information do they need?
- Why do they need it?
- What will they do with the information?
- Who else needs to be informed if concerns about the individual persist?

If we are asked to provide information, we will never refuse solely on the grounds that all information is confidential.

The Company will consider:

- What information the individual in question has given permission to use.
- Any perceived risk to the individual which would warrant breaching confidentiality.
- Any relevant information on risk to the individual, which would allow another agency to offer appropriate help and services or take action to reduce risk to the vulnerable adult e.g. whether to ask advice from Bristol City Council or County FA or the WSL.

The Company will record when, what, why, and with who information has been shared; or why sharing was refused. This will be recorded as the Company may be required to justify reasons at a later date.

Staff should always seek advice if unsure and never refuse to provide information without considering the risks of not sharing. All decisions on information sharing will ultimately fall with the Company's Senior Safeguarding Manager.

## Guidance for Referrals

**Bristol**

- Care Direct 0117 922 2700
  www.Bristol.gov.uk

**Bath**

- Office hours 01225394200
- Out of office 01454615165
  www.bathnes.gov.uk

**Cardiff and Vale of Glamorgan**

- Office hours 01446700111
- Out of hours 02920788570
  cardiffandvalersb@cardiff.gov.uk

**South Gloucestershire Referrals**

- Office hours 01454868007
  CSODesk@southglos.gov.uk

**North Somerset Referrals**

- Care Connect 01275888801
- Out of hours 01454615165
  https://n-somerset.gov.uk/my-services/adult-social-care-support/contact-us-adult-social-care/safeguarding-adults-north-somerset

**Warwickshire Referrals**

- Office hours 01926 410410
- Out of hours 01926886922
  http://www.warwickshire.gov.uk/safeguardingadults

**Worcestershire Referrals**

- Office hours 01905 768053
  www.worcestershire.gov.uk/info

When making a referral regarding adult protection concerns, it is important to have the following information wherever possible readily available for the duty social worker:

- Name, date of birth, ethnic origin, gender, address, and telephone numbers.
- The reasons for your concern.
- Injuries and/or other indicators observed.
- The adult's first language.
- Details of any specific needs of the adult e.g., disability, etc.
- Details of family members, if known.
- Other agencies, professionals involved e.g. family doctor.

Staff in Adult Safeguarding team/ MASH teams will make enquiries with other agencies who may have information regarding the adult and family. Based on the information gathered, they will then make an initial assessment on what further action is necessary or appropriate.

Whenever MASH teams receive information about a possible criminal offence against an adult, they will share the information with the Police at the earliest opportunity, and a decision will be made jointly on how to proceed with the enquiries.

Following the referral of an adult, the referrer and the Adult Safeguarding team/MASH team must be clear about who will be taking what action.

Professionals who contact a Safeguarding team to make a referral must confirm the details of this in writing within 24 hours addressed to the team for that locality, using the correct referral form. The team should acknowledge a written referral within one working day of receiving it, so if we have not heard within three working days, contact the MASH team again.

**The Senior Safeguarding Manager for the Company is Melissa Dray**

Tel: 07867 868912 Email: melissa.dray@bristolcitywomenfc.com

**Other key contacts are:**

- Gloucestershire FA DSO – Liz Barnett 07960 500130
- Somerset DSO – Shirley Needham 01458 837034/07535 664988
- WSL Safeguarding Manager – Sandy Gill 07966 375896
- The FA Safeguarding Team - 0800 169 1863 Email: Safeguarding@TheFA.com

**Seeking Support**

If you have concern that an adult at risk or adult in need of care or support is being harmed because of abuse or neglect, you must not keep these concerns to yourself. Keeping vulnerable adults safe is everyone's responsibility. On match days, the SSM is there to support adults at risk – see appendix 12.

Staff must ensure that they speak to the appropriate staff member in the Company who can listen to and record the concerns and then take appropriate action.

# Appendix 1- Safeguarding Indicators

**Neglect**

This is when adults consistently or repeatedly fail to meet an individual's or their own basic physical and/or psychological needs which could result in the serious impairment of their own or an individual's health or development e.g., failure to provide adequate food, shelter and clothing; failing to protect someone from physical harm or danger; or the failure to ensure access to appropriate medical care or treatment. It may also include refusal to give love, affection, and attention. Self-neglect covers a wide range of behaviour such as neglecting to care for one's personal hygiene, health or surroundings and includes behaviours such as hoarding.

Neglect in sport or physical activity could include a coach or other member of staff repeatedly failing to ensure people are safe, exposing them to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration; exposing them to unnecessary risk of injury e.g. by ignoring safe practice guidelines, failing to ensure the use of safety equipment, or by requiring participants to join in when injured or unwell.

| NEGLECT | |
|---|---|
| Examples include | Signs include |
| ● Inability to carry out daily living tasks.<br>● Ignoring medical and physical care needs.<br>● Failing to have access to health, social or educational support.<br>● The withholding of medication, nutrition, and heating.<br>● Keeping someone in isolation.<br>● Failure to intervene in situations that are dangerous to the adult. Inadequate supervision and guidance – leaving the adult at risk to cope alone, abandoning them or leaving them with inappropriate carers and failing to provide appropriate boundaries about behaviours such as underage sex or alcohol. | ● Constant hunger, sometimes stealing food from others.<br>● Dirty or 'smelly' -deterioration in hygiene.<br>● Loss of weight or being constantly underweight.<br>● Inappropriate dress for the weather.<br>● Complaining of being tired all the time.<br>● Having few friends.<br>● Worsening of health conditions.<br>● Mentioning their being left alone or unsupervised.<br>● Skin infections.<br>● Lack of response to stimuli or contact.<br>● Poor skin condition(s).<br>● Anxiety.<br>● Distressed.<br>● Little or no distress when separated from their carer.<br>● Inappropriate emotional responses.<br>● Language delay. |

**Physical Abuse**

When someone physically hurts or injures another person by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing harm. Physical harm may also be caused when an adult or carer feigns the symptoms of, or deliberately causes, ill health to someone they are looking after.

Physical abuse in sport or physical activity may include: when the nature and intensity of training or competition exceeds the capacity of the participant; where coaches encourage the use of drugs or harmful substances to enhance performance; if athletes are required to participate when injured; or when sanctions used by coaches involve inflicting pain.

| **PHYSICAL ABUSE** | |
|---|---|
| **Examples include** | **Signs include** |
| ● Shaking.<br>● Pinching.<br>● Slapping.<br>● Force-feeding.<br>● Biting.<br>● Burning or Scalding.<br>● Causing needless physical discomfort and or inappropriate restraint.<br>● Locking someone in a room.<br>● Threatening behaviour from another participant.<br>● Blaming for poor performance. | ● Unexplained bruising, marks, or injuries on any part of the body.<br>● Frequent visits to the GP or A&E.<br>● An injury inconsistent with the explanation offered.<br>● Fear of parents or carers being approached for an explanation.<br>● Aggressive behaviour or severe temper outbursts.<br>● Flinching when approached.<br>● Reluctance to get changed or wearing long sleeves in hot weather.<br>● Depression.<br>● Withdrawn behaviour or other behaviour change.<br>● Running away from home/ residential care.<br>● Distrust of adults, particularly those with whom a close relationship would normally be expected.<br>● Lack of medical attention when an injury is present.<br>● Self-harm. |

**Sexual Abuse**

This is where adults are abused by adults (both male and female) or other adults who use them to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse, kissing and sexual fondling. Showing individuals pornographic material (books, videos, pictures) or taking pornographic images of them are also forms of sexual abuse.

In sport or physical activity, coaching techniques which involve physical contact with others can create situations where sexual abuse can be disguised and may therefore go unnoticed. The power and authority of, or dependence on, the coach if misused, may also lead to abusive situations developing. Contacts made within sport and pursued e.g., through texts, social media or other messaging platforms Facebook or Twitter have been used to groom vulnerable adults for abuse.

| **SEXUAL ABUSE** | |
|---|---|
| Examples include | Signs include |
| ● Rape and other sexual offences.<br>● For vulnerable adults, sexual activity including sexual contact and non-sexual contact that the person does not want, to which they have not consented, could not consent, or were pressured into consenting to.<br>● Being encouraged or enticed to touch the abuser.<br>● Coercing the victim into watching or participating in pornographic videos, photographs, or internet images.<br>● Any sexual relationship that develops where one is in a position of trust, power or authority. | ● Pain or itching in the genital/anal areas.<br>● Bruising or bleeding near genital/anal areas.<br>● Sexually transmitted disease.<br>● Vaginal discharge or infection.<br>● Stomach pains.<br>● Discomfort when walking or sitting down.<br>● Pregnancy.<br>● Sudden or unexplained changes in behaviour, e.g., becoming aggressive or withdrawn.<br>● Fear of being left with a specific person or group of people.<br>● Nightmares.<br>● Leaving home/ residential care.<br>● Sexual knowledge which is beyond their development age.<br>● Sexual drawings or language.<br>● Bedwetting.<br>● Saying they have secrets they cannot tell anyone about.<br>● Self- harm or mutilation, sometimes leading to suicide attempts.<br>● Eating problems such as overeating or anorexia. |

**Emotional Abuse**

Emotional abuse is the persistent emotional ill-treatment of an individual so as to cause severe and persistent adverse effects on the person's emotional development. It may involve conveying to people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on someone or even the over protection of an individual. It may involve causing people to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the person very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of a vulnerable adult.

Emotional abuse in sport or physical activity may occur if people are subjected to constant criticism, name-calling, sarcasm, bullying, racism or pressure to perform to unrealistically high expectations; or when their value or worth is dependent on sporting success or achievement.

| **EMOTIONAL/PSYCHOLOGICAL ABUSE** | |
|---|---|
| Examples include | Signs include |
| ● Intimidation and/or threats.<br>● Bullying.<br>● Rejection.<br>● Shouting.<br>● Indifference and the withdrawal of approval.<br>● Denial of choice.<br>● Deprivation of dignity or privacy.<br>● The denial of human and civil rights.<br>● Harassment.<br>● Being made to fear for one's wellbeing.<br>● Blaming.<br>● Controlling.<br>● Verbal abuse. | ● A failure to thrive or grow.<br>● Sudden speech disorders.<br>● Developmental delay, either in terms of physical or emotional progress.<br>● Behaviour change.<br>● Being unable to play or socialise with others.<br>● Fear of making mistakes.<br>● Self- harm.<br>● Fear of family or carer being. approached regarding their behaviour.<br>● Confusion. |

**Financial Abuse**

With vulnerable adults being classed as 18+, there are additional risks relating to financial, legal and discriminatory matters.

| **FINANCIAL ABUSE (Vulnerable Adults)** | |
|---|---|
| Examples include | Signs include |
| ● Being over charged for services.<br>● Being tricked into receiving goods or services that they do not want or need.<br>● Inappropriate use, exploitation, or misappropriation of property and/or utilities.<br>● Theft.<br>● Deception.<br>● Fraud.<br>● Exploitation or pressure in connection with wills. | ● Lack of basic requirements e.g., food, clothes, shelter.<br>● Inability to pay bills.<br>● Unexplained withdrawals from accounts.<br>● Inconsistency between standard of living and income.<br>● Reluctance to take up assistance which is needed.<br>● Unusual interest by family and other people in the person's assets.<br>● Recent changes in deeds.<br>● Power of Attorney obtained when person lacks capacity to make the decision. |

| **DISCRIMINATORY ABUSE** | |
|---|---|
| Examples include | Signs include |
| ● Use of inappropriate "nick names".<br>● Use derogatory language or terminology.<br>● Enforcing rules or procedures which undermine the individual's wellbeing.<br>● Denial to follow one's religion.<br>● Lack of appropriate food.<br>● Denial of opportunity to develop relationships.<br>● Denial of health care. | ● Being treated unequally from other users in terms of the provision of care, treatment, or services.<br>● Being isolated.<br>● Derogatory language and attitude by carers.<br>● Dismissive language by staff.<br>● Hate campaigns by neighbours or others.<br>● Deteriorating health.<br>● Indicators of other forms of abuse. |

**Domestic Abuse**

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 Yrs. or above, who are or have been intimate with partners or family members regardless of gender or sexuality. This can encompass but is not limited to psychological, physical, sexual, financial, emotional abuse and so called "honour" based violence.

**Modern Slavery**

This 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.

**Organisational Abuse**

This includes neglect and poor care practice within an institution or specific care setting such as a hospital, care home or in relation to care provided in one's own home. This may be a one-off incident or 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.

## Additional Safeguarding Indicators

**Bullying**

Bullying can take many forms and is harmful to the victim. It may be physical e.g., hitting; online or cyber e.g., abusive messages, comments, or images on social media; involve damage or theft of property; based on someone's gender, ethnicity, sexuality or disability; or about their physical ability.

**Cyberbullying**

This is defined as the use of technology to harass, threaten, embarrass, humiliate, spread rumours, or target another person. Refer to the Company's "Acceptable IT use Policy". Bullying because of discrimination occurs when motivated by prejudice against certain people because of an individual's ethnic origin, colour, nationality, race, religion or belief, gender, gender reassignment, sexual orientation, or disability.

**Female genital mutilation (FGM)**

Involves procedures that intentionally alter or injure female genital organs for non-medical reasons. The procedure has no health benefits for girls or women. The Female Genital Mutilation Act 2003 makes it illegal to practice FGM in the UK or to take girls who are British nationals or permanent residents in the UK abroad for FGM.

**Forced Marriage**

A marriage in which one or both spouses do not consent to the marriage and duress is involved. This is different from an arranged marriage where both parties agree. A forced marriage is a criminal offence (The Anti-social Behaviour, Crime and Policing Act 2014) and can result in up to 7yrs in prison. The forced marriage of adults with learning difficulties occurs when the adult does not have the capacity to consent to the marriage.

**Grooming**

Grooming is defined as developing the trust of an individual and/or their family for the purposes of sexual abuse, sexual exploitation, or trafficking. Grooming can happen both online and in person to children and vulnerable adults.

**Hazing**

Any rituals, initiation activities, action or situation with or without consent, which recklessly, intentionally or unintentionally endangers the physical or emotional well-being of vulnerable groups.

**Infatuations**

Vulnerable groups may develop an infatuation with a member of staff who works with them. There is a high risk that words or actions may be mis-interpreted, and allegations made against staff.

**Making or sharing of nudes and semi-nudes**

This is where a person sends or receives sexually explicit or suggestive images (see Appendices 10 and 11).

**Mate Crime**

This is defined by the Safety Net Project as “when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative impact on the individual.” It is carried out by someone the individual knows and often happens in private.

**Poor Practice**

Poor practice is behaviour of an individual in a position of responsibility which falls below the Company’s required standard. Poor practice may not be immediately dangerous or intentionally harmful to an individual, however, is likely to set a poor example.

Poor practice is potentially damaging to the individual, the Company and to those who experience it. For example, leading a group with alcohol on the breath, smoking, swearing in front of others, or not paying due care and attention to participants all constitute poor practice.

Poor practice can sometimes lead to or create an environment conducive to more serious abuse. It may also lead to suspicions about the individual’s motivation, even where no harm is intended. For example, if a member of staff is giving one person too much attention, regularly transports participants in their car, or encourages physical contact without obvious justification.

**Prevent**

Prevent is part of the UK’s national counter-terrorism strategy, CONTEST, and focuses on safeguarding individuals who may be susceptible to radicalisation.

Its objectives include:

- Early identification of individuals at risk of radicalisation.
- Providing support and interventions to prevent involvement in terrorism.
- Protecting communities from extremist influences.

Prevent operates locally through multi-agency partnerships, including local authorities, police, schools, health services, charities, and community organisations. In England and Wales, the Channel programme provides tailored support to individuals at risk, while in Scotland, a similar programme is called the Prevent Multi-Agency Panel (PMAP).

**Contextual Safeguarding in Women's Football**

Contextual safeguarding considerations within women's football include:

- Pronounced power imbalances between players and key authority figures, including coaching, medical, performance, and executive staff.
- Systemic dependencies relating to squad selection, contractual status, career progression, playing opportunities, and access to essential support services.
- Heightened vulnerability of athletes in elite sport environments, specifically regarding adultification bias and intersecting demographic factors.
- Institutional pressure or perceived obligation to tolerate inappropriate behaviour or remain silent to safeguard team standing and professional prospects.
- Risk of compromised professional boundaries and misuse of positional authority.

**Radicalisation**

The process by which a person comes to support terrorism and forms of extremism leading to terrorism. Anybody from any background can become radicalised. The grooming of children and/or adults at risk for the purposes of involvement in extremist activity is a serious safeguarding issue.

**Violence against Women and Girls (VAWG)**

Violence against women and girls covers a wide range of crime types and behaviours that are disproportionately experienced by women and perpetrated by men. Together, domestic abuse, stalking and sexual assault affected 5.1 million victims in the year ending March 2025 and this does not include victims of other VAWG crimes and behaviours, such as sexual harassment, online and technology-facilitated abuse, and teenage relationship abuse.

VAWG crimes and behaviours include but are not limited to:

- Domestic abuse.
- Stalking.
- Sexual violence, including rape and other sexual offences.
- Sexual harassment.
- 'Honour'- based abuse (HBA), including forced marriage and female genital mutilation (FGM).
- Online and technology-facilitated abuse, including 'cyberflashing' and non-consensual intimate image abuse.
- Fatal VAWG, including domestic homicides, femicides, and suicides and sudden or unexplained deaths which occur in the context of abuse.
- Sexual exploitation, including in relation to prostitution and human trafficking.
- Spiking.

## Appendix 2 - Wellbeing Principle

The concept of wellbeing is threaded throughout the Care Act 2014 and is relevant to adult safeguarding in sport and activity. The Act sets out broad categories that contribute to a sense of wellbeing. The Company endorses these themes and seeks to ensure that adult participants can take part fully in all sports.

- Personal dignity (including treatment of the individual with respect).
- Physical and mental health and emotional wellbeing.
- Protection from abuse and neglect.
- Control by the individual over their day-to-day life.
- Participation in work, education. Training and recreation.
- Social and economic wellbeing.
- Domestic, family and personal domains.
- Suitability of the individual's living accommodation.
- The individual's contribution to society.

Making Safeguarding Personal
The safeguarding process places a stronger emphasis on achieving satisfactory outcomes that take into account the individual choices and requirements of everyone involved.
Adults should be more involved in the safeguarding process. Their views, wishes, feelings and beliefs must be taken into account when decisions are made. The Care Act 2014 builds on the concept stating, "we all have different preferences, histories, circumstances and lifestyles". The Act is also clear that there are key issues that should be taken into account when abuse or neglect are suspected, and that there should be clear guidelines regarding this:

**https://www.local.gov.uk/topics/social-care-health-and-integration/adult-social-care/making-safeguarding-personal**

**Mental Capacity**

The issue of capacity or decision making is a key one in safeguarding adults**.**
It is important to recognize that some people are only able to make some decisions, and a small number of people cannot make any decisions. This is known as "lacking mental capacity".

To make a decision we need to:

- Understand information relevant to the decision.
- Remember it for long enough to decide the matter.
- Think about the information.
- Communicate the decision.

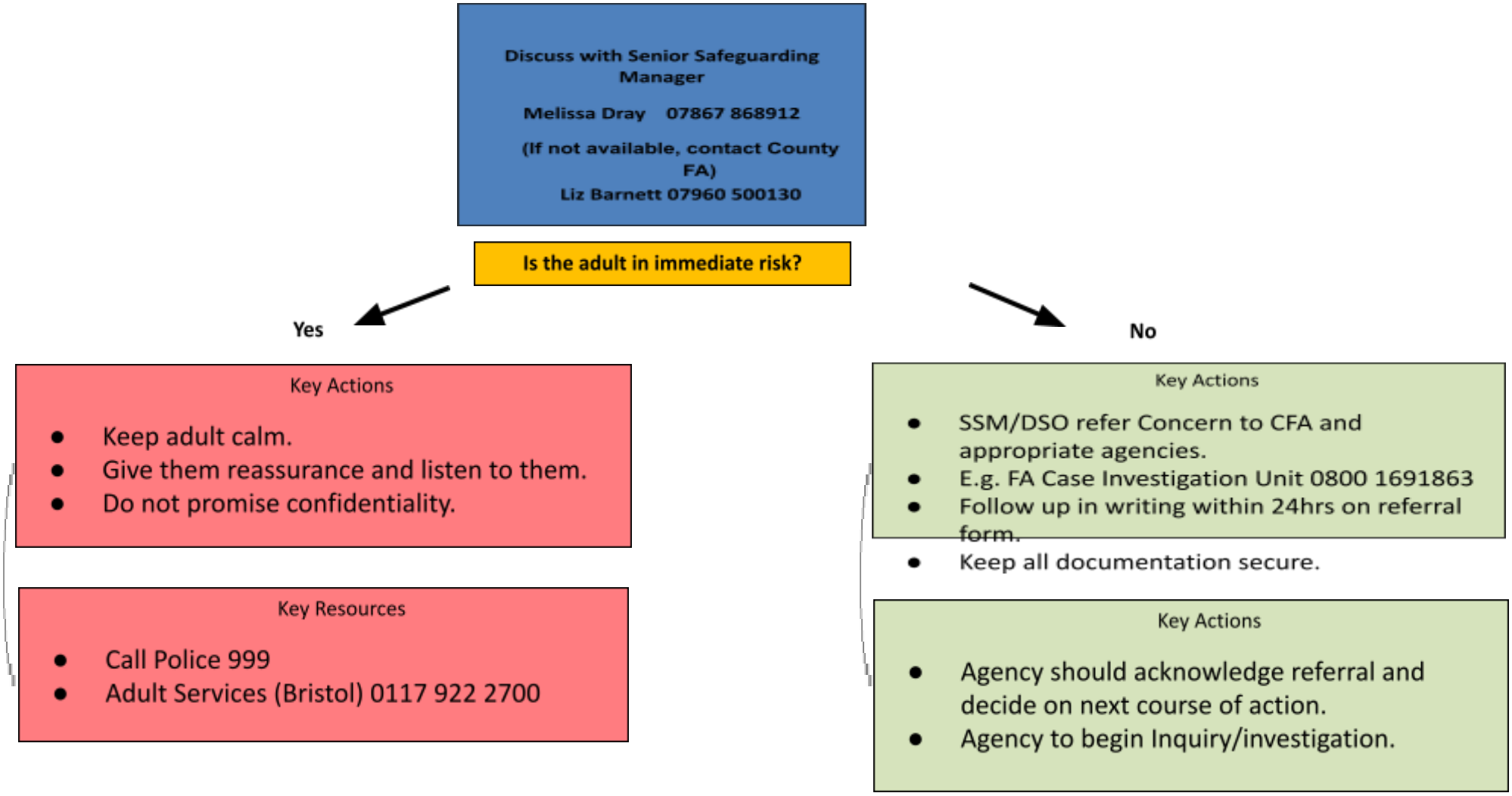
A person's ability to do this may be affected by issues such as learning disabilities, dementia, mental health, brain injury and physical ill health.

The Mental Capacity Act 2005 (MCA) states that every individual has the right to make their own decisions and provides a framework for this to happen. It is about making sure that

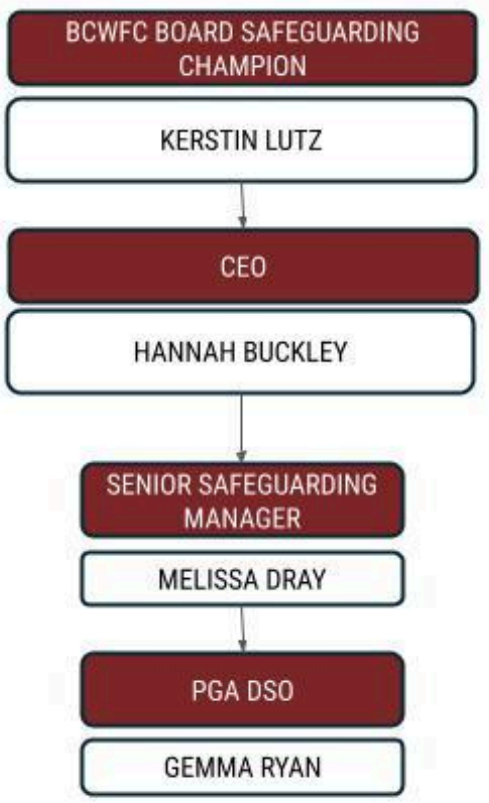
people over the age of 16 years have the support they need to make as many decisions as possible.Mental Capacity is seen by the MCA as decision-specific, so no one will be labelled as entirely lacking capacity.

Remember you should not discriminate or make assumptions about someone's ability to make decisions on the basis of age, appearance, condition or behaviour of the person being assessed.

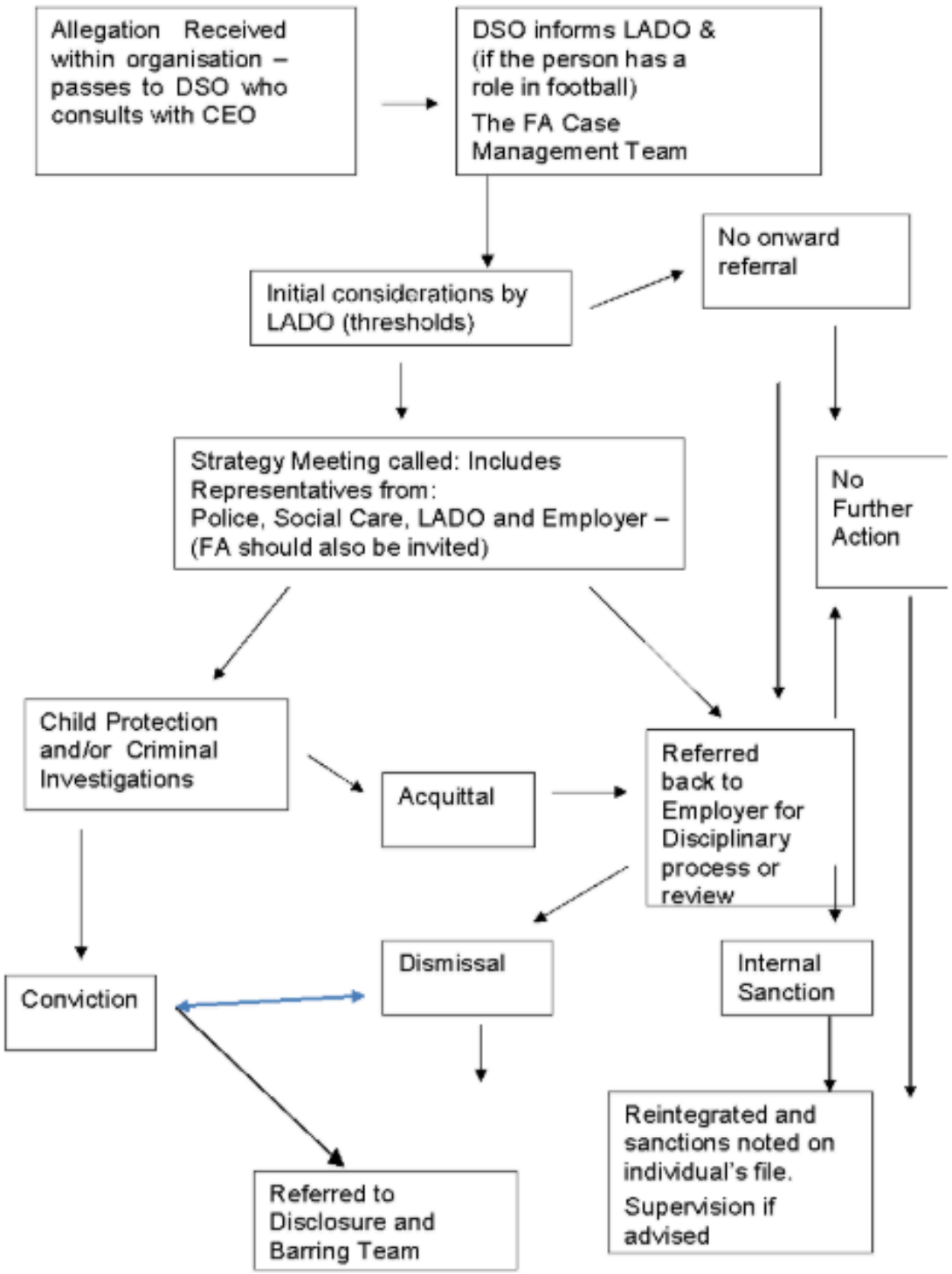
## Appendix 3 – Overview of Dealing with Possible Adult Abuse in a Football Setting



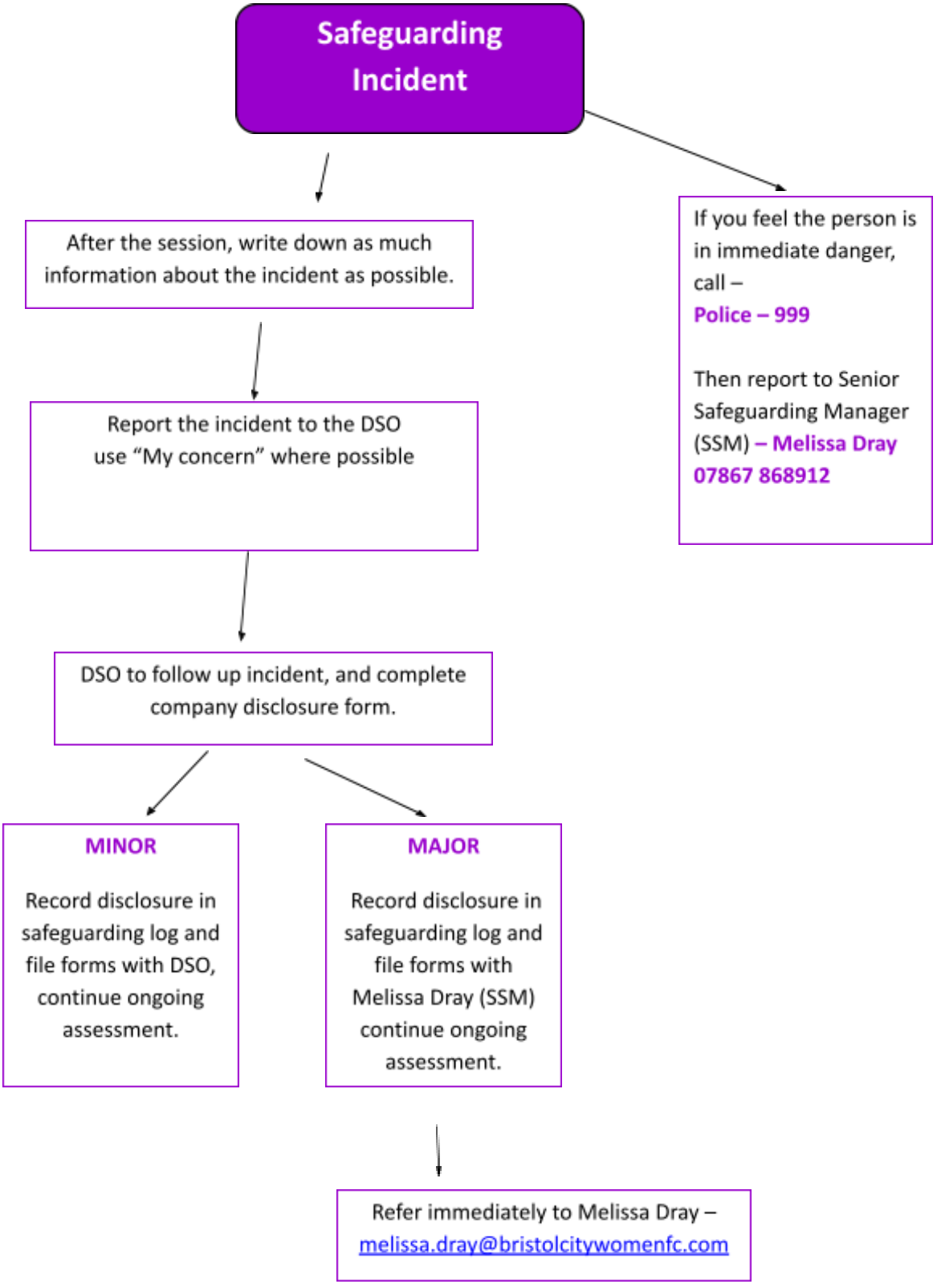
## Appendix 4 - BCWFC Safeguarding Governance



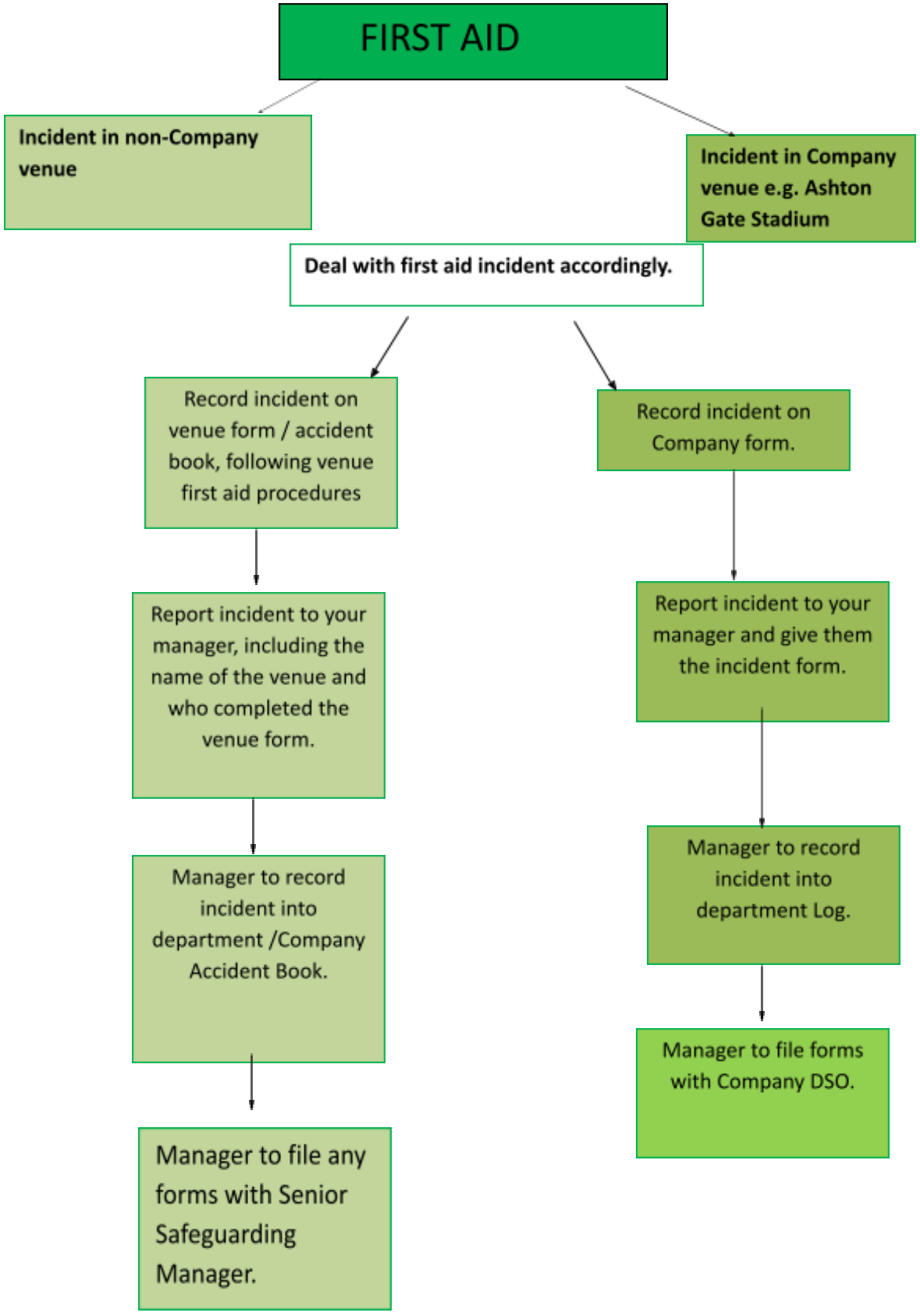
## Appendix 5 - A Serious safeguarding allegation management flow chart



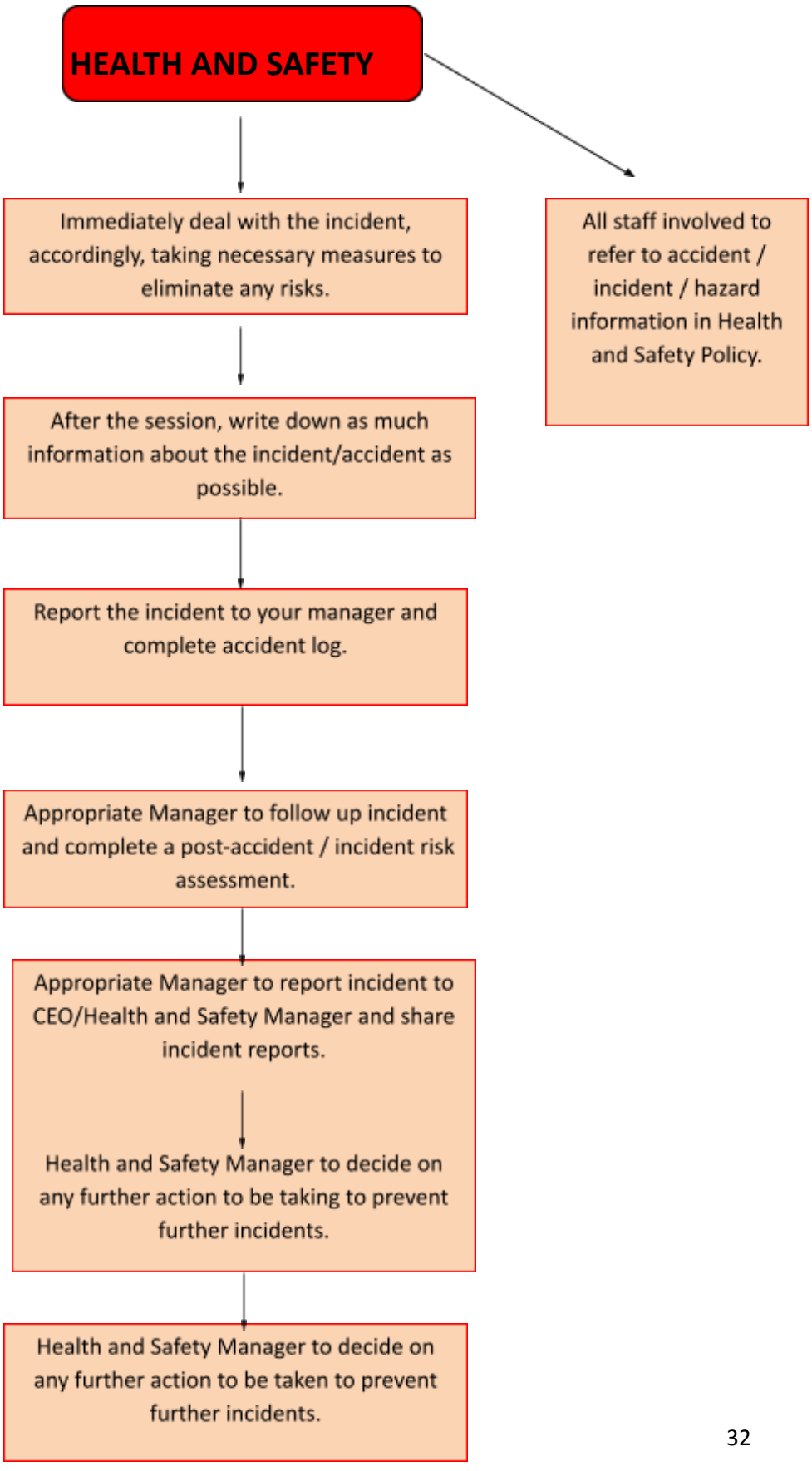
## Appendix 6 - Incident reporting Flow Chart



## Appendix 7 - First Aid Reporting Flow Chart



## Appendix 8 - Accident Reporting Flow Chart



## Appendix 9 - Staff Personal Media Guidance and Procedures

**DO:**

- Always use group texts or emails and always copy the designated member of Safeguarding team into all communications with adults at risk.
- Make sure texts, emails are only in relation to specific Company related activities.
- Report to SSM/DSO any inappropriate communication from an adult at risk.

**DO NOT:**

- Use your personal phone to text an adult at risk connected with the Company.
- Become friends with, follow, or add to your personal social media network any vulnerable adults. This includes use of “like”.
- Use internet or web-based communications to send personal messages of a non-football nature to an adult at risk. This includes “banter” or comments.
- Use language that is directly or could be misinterpreted as being racist, sexist, derogatory, threatening, abusive or sexualised in tone.
- Use the Company username for personal use.

Any of the above could lead to abuse of a position of trust and breach the standards of professional behaviour and conduct expected by the Company and could be the subject of disciplinary procedures.

**The Company will:**

- Ensure all privacy settings are locked so that the pages are used explicitly for Company matters and not as a place to meet or have private conversations.
- Monitor social networking pages regularly and where appropriate, raise any concerns or disciplinary matters.
- Please refer to the Employee Handbook - Acceptable use of IT.
- Remember your Induction training and the Company Safeguarding code of conduct.

## Appendix 10a - Procedures for Youth Produced Sexual Imagery & Nudes/Semi-Nudes (Staff)

**Definitions**:

“Youth produced “means young people sharing images that they, or another young person have created of themselves.

“Imagery “means both still and moving videos.

**Description:**

- A person under the age of 18 creates and shares sexual imagery of themselves with a peer under the age of 18.
- A person under the age of 18 shares sexual imagery created by another person with a peer under the age of 18 or an adult.
- A person under the age of 18 is in possession of sexual imagery created by another person under the age of 18.

**Legislation:**

The Protection of Children Act 1978 as amended in the Sexual Offences Act 2003 states that it is illegal to make, posses, distribute any imagery of someone under 18 which is “indecent”. This includes imagery of yourself if you are under 18. Note that the sharing of sexual imagery of people under 18 by adults constitutes sexual abuse and will lead to an immediate police referral.

**What should you do?**

- **You should NOT view the imagery.**
- Refer the incident to the Company SSM or DSO or as soon as possible and within 24 hrs.

**What will happen next?**

- The DSO will hold an initial review meeting with appropriate staff.
- Subsequently there will be interviews with the people involved (if appropriate).
- If at any stage it becomes apparent that an adult at risk has been harmed or at risk of harm or that a criminal offence may have been committed the SSM will make a referral to the Police or Social care.

At all times the victim’s well-being will be of paramount importance.

## Appendix 10b - Procedures for Youth Produced Sexual Imagery & Nudes/Semi-Nudes (Players)

**Legislation:**

The Protection of Children Act 1978 as amended in the Sexual Offences Act 2003 states that it is illegal to make, possess, distribute any imagery of someone under 18 which is "indecent". This includes imagery of yourself if you are under 18.

**You must not:**

- Create and share with anyone any sexual images-photos or videos of yourself.
- Share sexual images-photos or videos-with any other whether they are under the age of 18 or not.
- Be in possession of sexual images-photos or videos-created by another person under the age of 18.
- Be in possession of any sexual image-photos or videos- sent to you by an adult.
- If any of the above should happen, please speak immediately to a person you trust or the Senior Safeguarding Manager. You should not show the imagery to anyone else.

**What will happen next?**

- The person you have spoken to will tell the SSM/DSO.
- If appropriate SSM/DSO will speak with you.
- Parents/carers will be involved as soon as possible (unless there is a definite reason not to).
- If at any stage, it becomes apparent that you or another young person has been harmed or is at risk of harm the SSM/DSO will make a referral to the Police or Social care. This would include where an adult is involved, violent acts, or the young person is being black mailed or groomed.

Remember we are there to help and support you.

**If you feel unable to talk to anyone at the Company, you can get help by contacting:**

**www.clickCEOP.net**

# Appendix 11 - Online Safety

### Online Safety

Online safety (or e-safety) refers to the practice of protecting individuals from risks while using the internet, covering personal information, mental well-being, and digital property. It focuses on awareness, education, and security measures to ensure safe, responsible, and confident use of digital technologies and platforms. Misinformation, disinformation and conspiracy theories are recognised as safeguarding harms. Content is an online risk. The use of AI can also be a risk.

### Key Aspects of Online Safety

- **Protection from Harms:** Protecting against online bullying, grooming, scams, and illegal content.
- **Data Security:** Safeguarding personal information and privacy, such as passwords, addresses, and financial details.
- **Awareness and Education:** Knowing how to recognise risks and respond to threats when using internet-connected devices.
- **Regulatory Measures:** Laws such as the UK's Online Safety Act 2023 compel platforms to keep users safe from harmful content.

It is important that internet safety and security messages are re-enforced. It is important that adults at risk are aware of the help and support available should they be concerned about something they have seen or experienced online. These include:

| | |
|---|---|
| UK Safer Internet Centre | https://reportharmfulcontent.com/ |
| CEOP | https://www.ceop.police.uk/safety-centre/ |
| Internet Matters | https://www.internetmatters.org/ |
| NetAware | https://www.net-aware.org.uk/ |
| ParentInfo | https://parentinfo.org/ |
| ThinkuKnow | https://www.thinkuknow.co.uk/ |

## Appendix 12 - Match Days

On match days the stadium is in the control of the Head of Safety and Security Jen Reay or her nominated deputy (Paul O' Keefe). Anyone who has a concern for the safety and well-being of an adult at risk should immediately contact the control room. The Head of Safety and Security will then alert the Senior Safeguarding Manager who will attend the incident and advise on any appropriate action including police liaison.

Stewards with appropriate training will be allocated to members of the public who are considered "vulnerable" many of whom are situated in the disabled bays. Specific stewards with DBS checks will be responsible for supporting the SSM and will be advised to do so by the Head of Safety and Security.

**Ejections**

In the case of a supporter being an adult at risk or an adult in need of care the control room must be informed immediately. No adult at risk or an adult in need of care should be ejected from the ground until the SSM has attended and a responsible adult or carer has been contacted.

The Company has a clear searching policy which sets out the correct protocols for searching children, young people and adults at risk. All stewards are aware of the policy and receive additional training.

The Company has a comprehensive Match Day Policy which should be read in conjunction with Safeguarding Children Policy 2026 and Safeguarding Adult Policy 2026. All policies are available on the Company website.

**Head of Safety and Security Ashton Gate Stadium**

Jennifer Reay –
Jennifer.Reay@ashtongate.co.uk

**Women's Safety Officer**

Paul O'Keeffe - Paul.OKeeffe@ashtongate.co.uk

# Appendix 13 - Additional Contacts for Adults at Risk

### Other Safeguarding Contacts

While any safeguarding concern should be raised with the company Safeguarding contacts in the first instance, we recognise that this may not always be possible or appropriate. Below are the contact details for other partners with whom safeguarding concerns in relation to the Company can be discussed:

### Football

The FA Safeguarding Team
Tel: 0800 169 1863
Email: Safeguarding@TheFA.com

WSL Safeguarding Manager
Sandy Gill Tel: 07966 375896
Email: Sandy.Gill@wslfootball.com

### Mental Health

Negative experiences and distressing life events can affect the mental health of us all. Anyone who is struggling should contact the Company safeguarding staff as outlined in this Policy. Support can also be accessed through a few national organisations including:

| | |
|---|---|
| The Samaritans https://www.samaritans.org | Tel: 116 123 |
| Mind: https://www.mind.org.uk | Tel: 0300 123 3393 |
| PFA: https://www.thepfa.com/wellbeing | Tel: 07500 000 777 |

### Online Apps

| | |
|---|---|
| Balance | https://balanceapp.com |
| Clear fear | https://clearfear.stem4.org.uk/ |
| Headspace | https://www.headspace.com/home |
| Move Mood | https://movemood.stem4.org.uk/ |

## References

Other policies associated with Safeguarding and not mentioned in this Policy:

- Complaints.
- Disciplinary.
- Employee Handbook.

Legislation and statutory guidance referred to:

- Counter terrorism and Security Act 2015.
- Deprivation of Liberty Safeguards 2009.
- Disclosure and Barring Service 2013.
- Domestic Abuse Act 2021.
- Domestic Violence, Crime and Victims (Amendment) Act 2012.
- Health and Safety at work Act 1974
- Making Safeguarding Personal Guide 2014.
- Management of Health and Safety at work Regulations 1999.
- Mental Capacity Act 2005.
- Modern Slavery Act 2015.
- Safeguarding Vulnerable groups Act 2006.
- Sexual Offences Act 2003.
- The Care ACT 2014.
- The Equality Act 2010.
- The Human Rights Act 1998.
- The Protection of Freedoms Act 2012.

Additional reference materials:

- Health and Safety.
- Safer Recruitment.
- Social media.
- Raising a Concern.

## Document Review Information

| | | | |
|---|---|---|---|
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| **Owner** | SSM | **Version** | v2.0 |
| **Date** | July 2026 | **Review date** | June 2026 |
| **Approved by** | Hannah Buckley | **Applies to** | BCWFC |