



SAFEGUARDING VULNERABLE ADULTS

Introduction

- 1.1 The Board of Derby County Football Club (The Club) acknowledges and accepts it has a statutory obligation and responsibility for the wellbeing and safety of all Vulnerable Adults who are under the Club's care, utilising the Club's facilities, or in its employment. Everyone working at the Club has a "duty of care" to safeguard Vulnerable Adults by creating an environment that protects them from harm.
- 1.2 The wellbeing of Vulnerable Adults is paramount, and all staff must make themselves aware of the Club's Safeguarding Adults Policy. The following guidelines will be supplemented by in-service training and additional guidance accordingly.

Definitions

- 1.3 Under the Care Act 2014, the safeguarding adults procedures apply to anyone aged 18 or over who is in need of care and support and is at risk of or is experiencing, abuse or neglect, and is unable to keep themselves safe from significant harm or exploitation because of their care and support needs.
- 1.4 Abuse is the harming of another individual usually by someone who is in a position of power, trust or authority over that individual. The harm may be physical, psychological or emotional, or it may be directed at exploiting the vulnerability of the victim in more subtle ways (for example, through denying access to people who can come to the aid of the victim, or through misuse or misappropriation of his or her financial resources). The threat or use of punishment is also a form of abuse. In many cases, it is a criminal offence.
- 1.5 "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 the individual has the capacity to make a decision unless it can be established that they lack capacity as defined in the Mental Capacity Act 2005.
- 1.6 "Consent" - vulnerable adults should be provided with the support and information to empower the individual to make their own decisions. We recognise that adults have a right to independence, choice and self-determination including control over information about themselves. To this aim, staff are expected only to provide accessible information to the individual so that they may make informed decisions about the risks, benefits and consequences. Staff are **not** expected to support the vulnerable adult to make a decision, and as such should refer to the Designated Safeguarding Officer. The Designated Safeguarding Officer may determine that explicit consent is not required under the following circumstances;
 - If other people appear to be at risk of harm (adults or children)
 - If there is a 'legal restriction' or an overriding public interest
 - If the person is exposed to life threatening risk and they are unreasonably withholding their consent
 - If the person has impaired capacity or decision making in relation to the safeguarding issues and the withholding of consent.



Rules and Regulations

- 1.7 In the management of its programmes, the discharge of its functions, and in implementing this policy and procedure, Derby County Football Club will remain mindful of its' duty of care and other legal obligations such as those set out in the Health and Safety at Work Act 1974, Data Protection Act 2018, Equality Act 2010 and Protection of Freedoms Act 2012.
- 1.8 In the case of vulnerable adults, the Club is also mindful of its responsibilities under the following legislation and guidance; The Care Act 2014, Care and Support Statutory Guidance (updated October 2018), Sexual Offences Act 2003, Safeguarding Vulnerable Groups Act 2006, Mental Capacity Act 2005, Serious Crime Act 2015, Counter Terrorism and Security Act 2015 (Prevent Strategy), Human Rights Act 1998, Domestic Violence, Crime and Victims Act 2004 and Premier League and English Football League Rules and guidance. Derby County Football Club is fully committed to ensuring that the best practice recommended by these bodies is employed throughout the Club.
- 1.9 The Club also recognises its responsibility to work with other agencies, including Local Safeguarding Boards to protect vulnerable adults from harm and to respond to safeguarding concerns.

Review

- 1.10 This policy will be reviewed annually or if there is a statutory legislative or organisational change, or following a safeguarding incident, concern or allegation whereby the policy is found to be in need of revision to ensure the aims and key principles are met. All policy documents and reviews will be submitted to the Board for approval.

Aims and Key Principles

- 1.11 **The aims of the Club's Safeguarding Adults Policy are:**
- To safeguard all Vulnerable Adults who interact with the Club;
 - To demonstrate best practice in the area of safeguarding Vulnerable Adults;
 - To positively reflect and promote the club values in regard to safeguarding;
 - To develop a positive and pro-active welfare programme to enable all Vulnerable Adults to participate in an enjoyable and safe environment;
 - To promote high ethical standards throughout the Club.
- 1.12 **The key principles underpinning this policy as defined in The Care Act are:**
- Empowerment – people being supported and encouraged to make their own decisions and informed consent;
 - Prevention – it is better to take action 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.



1.13 Safeguarding Senior Manager

The Designated Safeguarding Senior Manager (DSSM) has overall responsibility for the safeguarding of all at the Club. The SSM will;

- Report to the Board on recommendations for changes to the Safeguarding Policy and Procedures taking into account legislative changes;
- Undertake regular monitoring and assessments of activities involving Vulnerable Adults or will designate this task to an appropriate and trained individual;
- Ensure they undertake regular and appropriate training for the role.

1.14 Designated Safeguarding Officers

The Club has a Designated Safeguarding Officer (DSO) who has responsibility for the safeguarding of Vulnerable Adults at the Club, and the Academy. The DSO will;

- Make the decision to investigate any allegations or concerns of abuse;
- Address any immediate protection issues;
- Make the decision to refer to an appropriate statutory agency (Police or Social Services);
- Liaise with local Safeguarding Boards;
- Ensure staff are trained on Club safeguarding procedures;
- Ensure they undertake regular and appropriate training for the role;
- Source appropriate external training for safeguarding;
- Undertake regular monitoring and risk assessments of activities involving Vulnerable Adults or will designate this task to an appropriate and trained individual.

Anybody with a concern about a Vulnerable Adults welfare should contact the SSM or DSO direct, or their line manager for advice in the first instance. Contact details can be found at the end of this policy.

1.15 All employees, contractors and volunteers are expected to;

- Be alert to signs of abuse and radicalisation and take responsibility for referring concerns to the Designated Safeguarding Officer;
- Be prepared to listen to and take seriously the concerns of Vulnerable Adults;
- Abide by the codes of conduct for employees and volunteers;
- Promote the health, safety and welfare of Vulnerable Adults;
- Maintain records as necessary;
- Set a good example to others by their own behaviour.

Human Resources and Disclosures

1.16 Recruitment

The Club follows Safer Recruitment guidelines as detailed in our Safeguarding Children and Young People Policy, and Recruitment Policy, and as such is applicable to safeguarding Vulnerable Adults.

1.17 Staff Training & Awareness

This policy and procedure is issued to all employees at induction and is also available to all employees on the Intranet. The DSO holds specific Safeguarding qualifications relevant to the role.



1.18 Disclosure and Barring Service

The Club is registered with DBS to carry out Criminal Records Check (CRC)s on individuals who work for the club, including the Derby County Football Club Community Trust. Enhanced CRCs, plus barred list check where appropriate, enable the Club to undertake more thorough recruitment and selection procedures for positions which involve working with Vulnerable Adults.

Process for Disclosure and Barring Service (DBS) Checks

1.19 New Appointments

All staff who are offered a position which involves working with Vulnerable Adults will be required to complete a Self-Declaration Form and also undertake an Enhanced CRC with a barred list check where appropriate. All offers of work are subject to the outcome of the screening process and where applicable, this is set out in the initial job advertisement and the applicant's offer of work. Until such time as a satisfactory CRC has been received, the member of staff will not be permitted to work with Vulnerable Adults.

1.20 Should a positive CRC be received, a risk assessment will be carried out by the Safeguarding Senior Manager, or relevant Head of Department, with the Chief People Officer and, where applicable the Designated Safeguarding Officer, to assess the information contained within the CRC. The member of staff may also be asked to attend an interview prior to a recruitment decision being made. The Rehabilitation of Offenders Act and Protection of Freedoms Act should be considered in all cases before a final decision is made.

1.21 New Appointments who already have a CRC

If a new member of staff has been subject to a CRC check by their previous employer the club will still require a further check unless this was a previous FA CRC within the past 3 years.

1.22 Equal Opportunities

The Club is committed to providing equal opportunities for all staff, players and supporters. The Club's policy on equal opportunities can be found in the Employee Handbook.

Whistleblowing

1.23 Whistle-blowing in a safeguarding context means revealing and raising concerns over misconduct or malpractice within an organisation, or within an independent structure associated with it.

It can be used as an early-warning system or when it is recognised that appropriate actions have not been taken. This approach or policy is adopted in many different walks of life.

Any individual with concerns about a colleague's conduct towards a Vulnerable Adult can also use whistle-blowing by calling 0800 169 1863 and asking for The FA's safeguarding team, or via email to: safeguarding@TheFA.com.

Derby County's own reporting form can be accessed via the Club's official website using the following link: <https://www.dcfco.co.uk/page/safeguarding>

Recognition – Signs of Abuse

1.24 The following lists of possible indicators and examples of behaviour are not exhaustive, and people may be subject to a number of abuse types at the same time. Should you have any concern that



abuse is occurring you should contact the Safeguarding Senior Manager or Designated Safeguarding Officer immediately.

Physical abuse – includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate physical sanctions

Domestic violence or abuse – includes psychological, physical, sexual, financial, emotional abuse; 'honor' based violence (crimes committed to protect or defend the honor of the family and/or community) which includes Female Genital Mutilation (FGM) and forced marriage

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

Psychological or emotional abuse – includes Emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable or unjustified withdrawal from services or support networks

Financial or material abuse – includes theft, fraud, exploitation, internet scamming, coercion in relation to an adults financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment

Discriminatory abuse – includes hate crime, forms of harassment, slurs or similar treatment because of the individuals' race, sex, gender identity, age, disability, sexual orientation, religion or belief, pregnancy or marital status

Organisational or institutional abuse – includes neglect and poor care practice within an institution or specific care setting such as a hospital or care home for example, or in relation to care provided in one's own home. It can range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes, and practices within an organisation

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

Self-neglect – includes neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding



Responding to a Report or Suspicion

1.25 A Designated Safeguarding Officer or the Safeguarding Senior Manager should be contacted as early as possible and within 24 hours in any circumstance, however it is recognised that an individual may need to respond to a situation immediately. With this in mind the following guidelines offer help and support in responding to abuse or a suspicion of abuse or poor practice.

Do:

- Ensure the individuals immediate safety; if emergency medical treatment or protection from a perpetrator is needed, call the emergency services immediately;
- Reassure the individual that any allegations will be taken extremely seriously;
- Reassure the individual that they are right to tell you;
- Be honest about your own position, who you have to tell and why;
- Tell the individual what you are doing and when, and keep them up to date with what is happening;
- Take further action – you may be the only person in a position to prevent future abuse;
- Write down everything said and what was done (handwritten is preferable) and sign and date the notes. An Incident Report Form should be used where possible and, in any case, a referral must be made to the Club within 24 hours of the incident taking place

Don't:

- Make promises you cannot keep or to keep secrets/confidentiality;
- Interrogate the individual - it is not your job to carry out an investigation – this will be up to the local authority/Police who have experience in this;
- Cast doubt on what is being said, don't interrupt or change the subject;
- Say anything that makes the individual feel responsible for the abuse

DOING NOTHING IS NOT AN OPTION; IT IS YOUR RESPONSIBILITY TO ACT.

Make sure you tell a Designated Safeguarding Officer immediately, they will know how to follow this up and where to go for further advice.

Recording Allegations or Suspicions

1.26 The Designated Safeguarding Officer will immediately report any allegation to the Safeguarding Senior Manager, who will ask for a written factual statement from the person making the report. An Incident Report Form must be completed and submitted within 24 hours to the Designated Safeguarding Officer and Safeguarding Senior Manager.

1.27 Any statement made by the vulnerable adult should be reported in their own words. These reports should be confined to facts. Any opinion, interpretation or judgement should be clearly stated as this, questions kept to a minimum, and where used, they should be of an open format. No



suggestion of who the perpetrator was or how any concern or incident happened should be suggested.

- 1.28 Investigations into possible abuse will require careful management. In these cases, the Designated Safeguarding Officer or Safeguarding Senior Manager will first seek the advice of the Local Safeguarding Board, Social Services, a Local Authority Designated Officer (LADO), the Police, or the Premier League/Football Association Safeguarding Team, before setting up an internal inquiry.
- 1.29 In any case of suspected abuse, as soon as the Local Authority or the Police have been informed, the club must provide a report to the Premier League or EFL Head of Safeguarding and inform the Club's Chief Executive Officer. Any external local authority provision will naturally take the lead on any case.
- 1.30 Providing it is appropriate to do so the Safeguarding Senior Manager will maintain constant dialogue with all parties involved with the allegation until such time as the matter has reached a reasonable outcome, taking the lead from the external agency. Escalation to inform Board level will take place at the Safeguarding Senior Manager's earliest opportunity.

Specific information regarding allegations against members of staff

- 1.31 If the report involves an allegation about any member of the Club staff (whether full time, part time, paid, unpaid, contracted, engaged, voluntary etc.) and the Club believes that the report could demonstrate that the member of staff in question has:
 - behaved in a way that has harmed a Vulnerable Adult, or may have harmed a Vulnerable Adult;
 - possibly committed a criminal offence against or related to a vulnerable adult; or
 - behaved towards a vulnerable adult in a way that indicates he or she is unsuitable to work with vulnerable adults

then the Safeguarding Senior Manager or Designated Safeguarding Officer shall immediately inform the Local Authority Designated Officer (LADO) where the alleged incident took place so that he or she can consult with the Police and Local Authority Social Care colleagues as appropriate. Where the Safeguarding Senior Manager or Designated Safeguarding Officers are unsure as to whether the report meets the criteria stated above, the advice of the LADO shall still be sought.

- 1.32 The member of staff in question may be asked to write a brief report, as may any other person that is deemed to have an involvement in the allegation. The member of staff in question will be asked to stay away from activities pending the conclusion of any investigation. This process would only be carried out once the advice of the above-mentioned external bodies had been sought and only then in consultation with the Safeguarding Senior Manager or Designated Safeguarding Officer. Providing it does not contradict with any advice received from the LADO, any internal investigation will be carried out in line with the Club's Management and Human Resources Policies and either general or department-specific Grievance Procedures as they are applicable.

Relevant policies

- 1.33 This policy should be read in conjunction with the Safeguarding Children and Young People policy, Whistleblowing policy, and Grievance Procedure.



APPENDIX ONE - Safeguarding contacts and further information sources

Internal Safeguarding Contacts

Sarah Edwards
Designated Safeguarding Senior Manager
Sarah.Edwards@dcfc.co.uk
07590 411845

Tony Brittan
Designated Safeguarding Officer
Tony.Brittan@dcfc.co.uk
07912 268915

Paul Newman
Designated Senior Safeguarding Manager – Derby County Community Trust
Paul.Newman@dcfc.co.uk
07890 391695

Emma Drury
Disabled Liaison Officer
Emma.Drury@dcfc.co.uk
07841 494327

Alternatively, any concerns can be reported using our online reporting form found at

<https://www.dfcf.co.uk/page/safeguarding>

External Safeguarding Contacts

Multi Agency

Derby City Council During office hours (Monday to Friday 9.00am to 5.00pm)

Contact details to make a referral to Derby City Council, Adults, Health and Housing:

- Telephone: 01332 642855
- Minicom: 01332 640777
- Fax: 01332 643299

Derby Safeguarding Adults Board have an online referral form [here](#)

If you have a CJSM email account you can email the Safeguarding Referral

Form to: AdultsMASH@derby.gov.uk.cjasm.net



If you are unsure or do not have a secure email account, then please send your referral using the fax number: 01332 643299.

You can contact Careline (Derby's out of hours emergency social care service):

- Telephone 01332 786968
- Minicom 01332 785642
- Fax 01332 786965
- SMS text message number 07890 034081 (for Deaf people only)

If something needs to be done immediately to protect someone from abuse or harm, call the emergency services number 999 (24 hours).

External Resources

Sources of legislation, further information and advice:

[Health & Safety at Work Act 1974](#)

[Data Protection Act 2018](#)

[Safeguarding Vulnerable Groups Act 2006](#)

[Equality Act 2010](#)

[Care Act 2014](#)

[Care and Support Statutory Guidance 2014](#)

[Sexual Offences Act 2003](#)

[Domestic Violence, Crime and Victims Act 2004](#)

[Mental Capacity Act 2005](#)

[Serious Crime Act 2015](#)

[Protection of Freedoms Act 2012](#)

[DBS barring referral guidance](#)

[Police Act 1997](#)

[Counter-Terrorism and Security Act 2015](#)

[Counter-Terrorism and Security Act 2015 - Part 5](#)



[Home Office: Criminal Exploitation of children and vulnerable adults](#)

[Female Genital Mutilation Act 2003](#)

[Home Office: Mandatory Reporting of FGM](#)

[The Right to Choose: Statutory guidance for dealing with forced marriage](#)

<https://thecpsu.org.uk/help-advice/topics/safer-recruitment/>

<http://www.nhs.uk/conditions/social-care-and-support-guide/pages/vulnerable-people-abuse-safeguarding.aspx>

<http://www.forwarduk.org.uk/>

<http://www.karmanirvana.org.uk/>