

Wolverhampton Wanderers FC

SAFEGUARDING





Safeguarding Policy Statement

At Wolves we want our children, young people and any adults at risk to be happy and safe.

We strive to ensure that everyone is treated with respect, we are committed to hearing their voices and we want to create a positive environment that is supportive, warm and welcoming.

Through the application of this policy and a commitment to best practice we pride ourselves that safeguarding runs prominently and proudly throughout our pack.

What is an adult at risk?

An adult at risk is a person aged 18 years of age or over who is or may be in need of community care services by reason of mental or other disability, age or illness and are unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

We also recognise that at any point in an adults life we may experience situations that make us vulnerable. This policy is for any adult that may at any point experience a vulnerability and we will do our best to recognise peoples struggles and offer support and help.

Our Commitment

We follow the 6 core principles set out by The Care Act that underpin the safeguarding of adults.

Empowerment

People are supported and encouraged to make their own decisions and informed consent.

“I am asked what I want as the outcomes from the safeguarding process and this directly inform what happens.”

Prevention

It is better to take action before harm occurs.

“I receive clear and simple information about what abuse is. I know how to recognise the signs, and I know what I can do to seek help.”

Proportionality

The least intrusive response appropriate to the risk presented.

“I am sure that the professionals will work in my interest and they will only get involved as much as is necessary.”

Protection

Support and representation for those in greatest need.

“I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”

Partnership

Services offer local solutions through working closely with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

“I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”

Accountability

Accountability and transparency in delivering safeguarding.

“I understand the role of everyone involved in my life and so do they.”

There is legislation in place to protect any adults at risk.

- The Human Rights Act 1998 which gives specific rights to every person living in the UK, including the right to life and freedom from torture or degrading treatment.
- The Care Act 2014 - makes it the duty of local authorities to make enquiries if a person is being abused or neglected, or is at risk of abuse or neglect in their area. They must also set up multi-agency safeguarding adult review boards to review cases when people die as a result of neglect or abuse and where it is suspected that agencies could have done more to safeguard them.
- Mental Capacity Act -MCA 2005 – aims to protect and empower individuals who are unable to make choices for themselves.
- Equality Act 2010 - protects people from discrimination and disadvantage due to their race, religion, sexual preference or any other protected characteristic.
- The Data Protection Act 2018 – regulates how organisations use personal data, providing protection against people’s data being placed in the wrong hands which could make them more vulnerable to abuse.

All agencies should provide training for all staff and volunteers who work with adults at risk to ensure that the policies, procedures and professional practices in place locally are in line with their responsibilities in the adult protection process.

What is Safeguarding?

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

Safeguarding adults at risk includes:

- Protecting from abuse and maltreatment.
- Preventing harm to health or development.
- Ensuring vulnerable adults grow up with the provision of safe and effective care.
- Acting to ensure all adults with vulnerabilities, children and young people to have the best outcomes.

Our Policies are driven by a commitment to Vulnerable Adults Rights and we believe that:

- Adults at risk, children and young people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all adults at risk, children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

The welfare of adults at risk is paramount in all the work we do and in all the decisions we take. All vulnerable adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse. Some vulnerable adults may have additional needs because of the impact of previous experiences, their level of dependency, communication needs or other issues. We will work in partnership with adults, young people, their parents, carers and other agencies in order to promote their welfare.

Safeguarding Framework

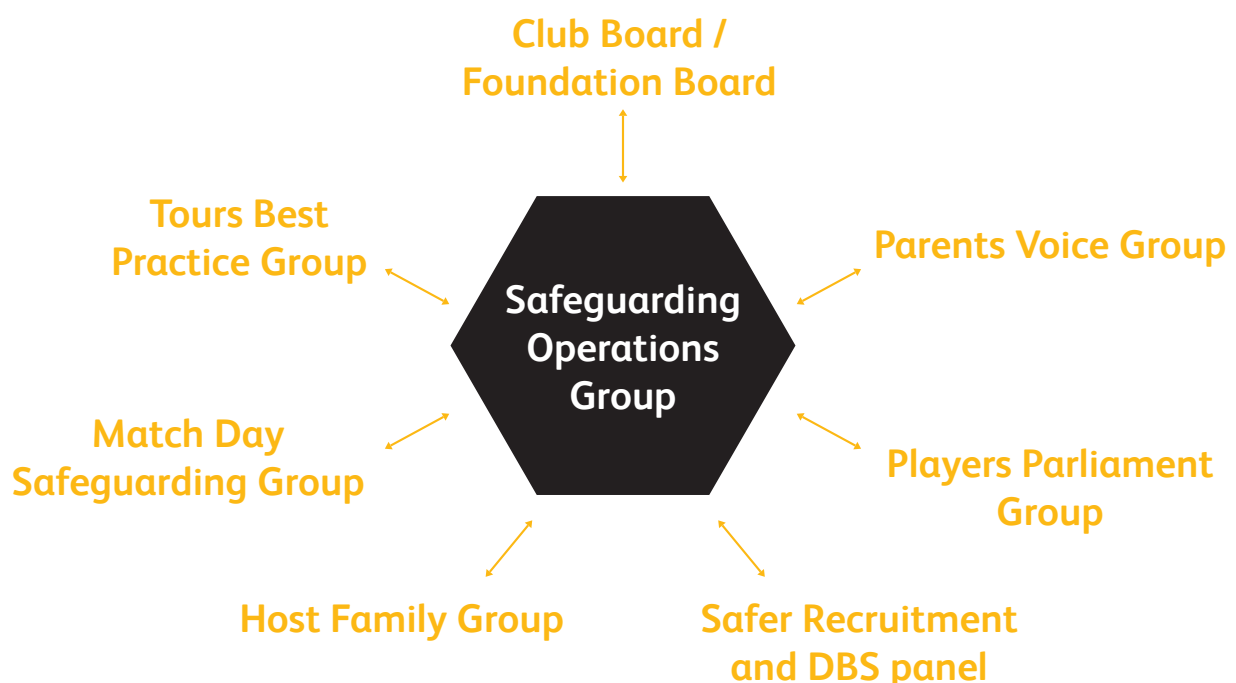
At Wolves we have a dedicated Head of Safeguarding and several Designated Safeguarding Leads across our Foundation, Academy and Molineux. We have a dedicated safeguarding lead for adults at risk, children and young people.

This document will share what we believe to be our standards for best practice and evidence our safeguarding commitment.

We review our policies at the end of each season and we would like to thank Wolverhampton Social Services and West Midlands Police for their support with this. We have monthly safeguarding operations meetings and we also have several 'sub groups' dedicated to discussing safeguarding across all areas of our club.

'We believe in being responsive to safeguarding updates in line with current local and national safeguarding trends and priorities and believe a flexible approach creates proactive practise'

Lisa Carter – Head of Safeguarding



Safer Recruitment and Disclosure

The club recognises the importance of safe recruitment and has considered the legislation under the Public Interest Disclosure Act 1998 which was introduced to safeguard Individuals and the FA's Responsible Recruitment guidelines to ensure there is a safe and responsible recruitment process for all individuals within the club who come into contact with adults at risk. This applies whether in a paid or voluntary capacity.

The club's safe recruitment process includes:

- Monthly practitioners panel chaired by Head of HR to discuss key issues and best practice.
- A commitment to ensuring job descriptions and job advertisements highlight the key responsibilities of the role and the club's commitment to safeguarding.
- Applications must be in writing; the club will then shortlist and interview as appropriate for the role.
- Each candidate will be interviewed by at least two members of staff prior to any offer and interviews questions will include dedicated safeguarding questions.
- Ensuring all applicants identity, qualifications and experience are verified through original documentation and any gaps in CVs will be properly explored.
- Those working with vulnerable adults will need two written references including an express request of details of any safeguarding matters recording by previous employers to ensure the fulfilment of the club's commitment to the ongoing safeguarding of everyone.
- All roles or positions will require satisfactory references and criminal record checks under the Disclosure & Barring Service (DBS) appropriate to the role concerned.

A person shall not commence work until such time that all background checks and references are completed and deemed to be acceptable by the club.

The club also requires all agency staff and consultants working with children to sign a self-declaration form. This requires employees to declare any criminal history they may have. Consultants and agency staff who undertake a regulated activity with children must have a valid enhanced DBS. This will need to be verified through the DBS number and date of issue.

If a person's criminal record check reveals cautions, convictions, community resolutions, warnings or final reprimands, the club will consider the nature of the offence/offences in deciding if the person is unsuitable for working with children and young people. The club will conduct a risk assessment to evaluate the information and the person may be required to attend a risk assessment meeting with the Head of HR prior to any recruitment decision being made.

Induction and training

During the induction process, all staff are made aware of their safeguarding responsibilities and are introduced to the Head of Safeguarding and made aware of how to access ongoing support, advice and guidance. Employees will also receive copies of the Premier League safer working practice. Staff are also required to complete an E learning introduction to safeguarding or an equivalent. Access to safeguarding training is made available through local sources, the Premier League and an internal bespoke training programme.

Mental Capacity

It is not the Club, employees, casual workers, agency staff, consultants or volunteers to decide about whether any adult at risk may lack mental capacity in relation to the concern in question, but it is useful to have an understanding of the notion of capacity explained below.

Definition

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.

The term 'lack of capacity' means a person who lacks ability to make a decision or take a particular action for themselves at the time when the decision or action needs to be taken. This reflects the fact that some people may be unable to make some decision for themselves but will have capacity to make other decisions. For example, they may be able to make small decisions about everyday matters such as what to wear or what to eat but lack capacity to make more complex decision about financial matters.

This reflects that a person who lacks capacity to decide at a certain time may be able to make that decision later – this may be due to illness or accident. Decisions about mental capacity are made by medical professionals.

If you are concerned about the welfare of an adult it is important to report your concerns to either a Designated Departmental Safeguarding Officer or the Head of Safeguarding (details at the end.)

The Statutory principles

The Mental Capacity Act 2005 sets out five statutory principles:

1. A person must be assumed to have capacity unless it is established that they lack capacity
2. A person is not to be treated as unable to make a decision unless all practical steps to help him/her to do so have been taken without success.
3. A person is not to be treated as unable to make a decision merely because s/he makes an unwise decision.
4. An act done or decision made, for or on behalf of a person who lacks capacity must be done, or made, in their best interests.
5. Before the act is done, or the decision is made, regard must be taken as to whether the purpose for which it is needed can be as effectively achieved in a less restrictive way considering the person's rights and freedom of action.

If you are satisfied that the person in question can cope with the interaction you are having with them based on the above factors, then treat them as you would any other person. If you are concerned that they may not necessarily understand taking into account, the above factors then seek advice as stated above.

Procedures for gaining consent

If concerns arise, consent must be obtained from the individual before a referral is made to the Local Safeguarding Adults at Risk Services or the Police. However, if others are at risk of harm the information should be passed to Local Safeguarding Adults at risk Services or the Police even if consent is not obtained. Information about an individual should not be given to family or carers without consent of the individual. If concerns arise and the individual is unable to give consent to information sharing, a referral should be made to statutory agencies. Family/carers should be informed if involved in the individual's life and not implicated in any way.

Responding to allegations

It is not the responsibility of anyone within the Club to decide whether abuse has taken place. However, there is a responsibility to act on any concerns. The Club will assure all employees, casual workers, agency staff, consultants or volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague or another is, or may be, abusing a vulnerable adult.

Managing concerns

All allegations of poor practice will be investigated by the Head of Safeguarding with HR support.

Abuse

The main areas of abuse are physical, emotional, neglect and sexual mistreatment. Other areas of abuse include child sexual exploitation, peer on peer abuse, domestic abuse, financial abuse, genital mutilation, youth produced sexual imagery and radicalisation. Adults at risk can experience abuse and it is important to be observant and take action if you suspect that an adult is being abused or taken advantage of. The club is aware of its additional responsibilities for example our PREVENT duty and this policy can be found separately.

Good robust safeguarding policies and procedures can help develop a safe environment where risk is minimised and children, young people and adults that may be at risk are able to approach trusted adults and share worries and concerns. We believe the best way to protect children, young people and adults is to foster an environment where the people we work with (all ages) are key to shaping practice.

What is good practice?

Recognise that you are in a position of power – the Wolves badge is powerful, and we want you to take that seriously and appreciate your responsibility.



- Be a role model, displaying consistently high standards of behaviour and appearance (disciplined/committed/time keeping).
- Always use language that is child appropriate and socially acceptable.
- Always work in an open environment. You should avoid unnecessary private situations and discourage secrets and/or closed communications.
- Make the experience of the sporting activity fun and enjoyable for all involved. In doing this, you should promote fairness and confront and manage any bullying.
- Be familiar with Wolves Anti Bullying Policy and ensure that vulnerable adults and young people know how to raise concerns or worries.
- Treat all vulnerable adults and young people equally and with respect and dignity.
- Always put the welfare of the vulnerable adult or young person first.
- Avoid unnecessary physical contact and maintain a safe and appropriate distance with vulnerable adults and young people.
- Where any form of manual/physical support is required it should be provided in an open environment and with the consent of the adult at risk, children and/or young person. Physical contact can be appropriate and, sometimes a necessary part of training. However, it must be neither intrusive nor disturbing and the adult at risk, child or young person's consent must be obtained prior to the contact.
- Where supervising groups of adults at risk, children and/or young people in changing rooms, always ensure staff members work in pairs.

- Written guardianship consent is required if club officials are required to transport vulnerable adults and young people or for any significant travel arrangements e.g. tours/overnight stays.
- There must always be a qualified first aider present or readily available.
- Whilst at away events, adults should not unnecessarily enter a vulnerable adult or young person's room and they should never invite an adult at risk or young people into their own room.
- When providing feedback to vulnerable adults and young people, make sure it is constructive and encouraging as opposed to negative criticism.
- Where the club acts in loco parentis, secure written consent from parents and guardians for the administration of emergency medical treatment and first aid.
- Ensure that a written record is kept of any incidents or injuries that occur. This record should include details of the incident, any action taken, and any treatment given.
- Ensure all communication with vulnerable persons over 18 is conducted with guardian consent. Any text messages or social media contact with vulnerable adults or young people must be for the sole purpose of facilitating arrangements and should always be made using the business mobile telephone provided. It is better practice to jointly communicate with the adults at risk and guardian.

Poor Practice

It is important to recognise and be self-aware of your own practise if you feel you are 'drifting' towards poor practise. Seek training, raise with your manager and ask for support. Be mindful of colleague's behaviour and make it your responsibility to 'call out' any practise which displays any of the following behaviours.

- Taking insufficient care to avoid injuries. For example, by excessive training or inappropriate training for the age, maturity, experience and ability of players.
- Allowing abusive or concerning practices, allegations or disclosures to go unreported or not acted upon. If you have reported the matter to the relevant person within the club and it has not been dealt with correctly, consult the procedures in this document.

- Spending unnecessary amounts of time alone with adults at risk, children and young people away from others.
- Being alone in changing rooms, toilet facilities or showers used by vulnerable adults and young people.
- Take an adult at risk, child and/or young person alone in a car unless consent has been obtained a safeguarding designated lead or Head of Safeguarding in an emergency.
- Taking adults at risk, children and/or young people to your home or any location where they will be alone with you.
- Sharing a room with an adult at risk, child or young person if at an overnight stay or tour.
- Engaging in rough, physical or sexually provocative games of any type, even those which you may consider to be simply 'horseplay' or 'banter'. This is never appropriate and should be avoided.
- Encouraging, allow or engage in inappropriate touching of any form.
- Placing an adult at risk, child or young person in potentially compromising and uncomfortable situations with adults (e.g. inappropriate use by a coach/ staff member of social media with a young player).
- Allowing inappropriate language or action without being challenged or corrected.
- Making sexually suggestive comments to an adult at risk, child or young person.
- Doing things of a personal nature that an adult with a vulnerability, child or young person can do for themselves.
- Ignoring health and safety guidelines as this will subject adults at risk to unnecessary risks. (e.g. allowing young players to set up goalposts unsupervised by adults).
- Giving continued and unnecessary preferential treatment to individuals.

Please note that both lists are not exhaustive but merely providing examples of the types of behaviour you should promote or challenge and avoid.

Whistleblowing Policy

The club recognises the risk of things going wrong or unknowingly harbouring poor practice and believes it has a duty to identify such situations and implement measures mitigate such risks. As such, the club encourages a culture of openness and one of prevention rather than simply cure.

If you feel there is a requirement to whistle blow, you should first consult your line manager. If the matter concerns the line manager, they should contact the next in line senior manager.

Whistleblowing is dealt in full in the club's whistleblowing policy. If unable to raise concerns internally, please consult the NSPCC Whistleblowing Helpline on 0800 028 0285.

The club has a dedicated policy for dealing with and investigating any allegations of historical abuse.

We are committed to hearing the voices and experiences of anyone that comes forward to share allegations and we will support all identified victims.

Lost or missing adults at risk

Every effort must be made to ensure adults at risk and young people remain either with their parents, carers or activity leaders. However, should a vulnerable adult or young person become lost or go missing whilst engaging with a club activity, the club will make every effort to locate them as quickly as possible.

If the adult at risk or young person is not located within a reasonable amount of time, the club will contact their parents or carers and agree with them to contact the police. If the parents or carers are not available, the club will call the police directly.

A record will be kept by a designated Safeguarding Lead of any instances in which a vulnerable adult or young person goes missing whilst engaging in club activities including any action taken by the club and the eventual outcome.

Searching people

In order to ensure the safety and security of all club activities, it may be that an adult at risk or young person is subjected to the club's search process. In such instances, the preferred approach is that vulnerable adults and young people self-search under the supervision of the steward or security member. However, if concerns remain that an adult at risk or young person is concealing an item then consent will be sought from the parent or carer before the steward or security member conducts a search on the vulnerable adult while a supervisor observes. Stewards will not search any under 14s however we can ask for Police to carry out a search if we have concerns.

Risk assessments

Risk assessments will always be completed for club activities. This is to minimise and prevent risks to adults at risk and young people. Such risk assessments will consider the vulnerabilities or increases risks that may occur when partaking in a club activity. Several 'best practise' subgroups meet regularly to review risk assessments to ensure we are reviewing practise and policies regularly. We ensure that risk assessments are not just about ticking boxes and we review and operate regular debrief sessions across the club to ensure we challenge our own practise and develop a learning culture.

Use of photography and film

The club takes guidance on the use of images from the guidelines issued by the FA and the EFL. Club officials who take images will have been briefed by a member of the Safeguarding Team or by the Media and Communications Team. Prior to any images being taken of adults at risk, consent will be sought from parents and carers at the start of the season each year.

Parents and carers are responsible for informing the club of any change of circumstances within the season which may affect consent.

Parents and carers will be informed of how the image will be used. The club will not allow an image to be used for something other than that for which it was initially agreed.

Social Media

The club recognise the positive benefits of the use of social media. However, it is also aware of the potential safeguarding risks of children and young people in engaging with social media platforms. Our social media team is available to offer support and guidance and we ensure that we take advice and our lead from practise and guidance from The FA and Premier League.

Sharing information

The club is committed to the sharing of information to protect children, in line with Working Together 2018, the Data Protection Act 1998 and General Data Protection Act 2018.

The club will promote the 'seven golden rules' set out by the government in their guidance (Information Sharing Advice for Practitioners Providing Safeguarding Services to Children Young People, Parents and Carers):

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
7. Keep a record of your decision and the reasons for it –whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Referrals and Confidentiality

Where a safeguarding concern about an adult at risk, child or young person arises, the club may refer these concerns to statutory and other external agencies.

Any information that is shared will be done so on a strictly need to know basis. This includes:

- The relevant Designated Safeguarding Lead and the Head of Safeguarding
- The guardian or carer of the adult at risk or young person who is alleged to have been abuse.
- The person who made the allegation.
- If appropriate, statutory agencies, such as the police or children's social services.
- If appropriate, external agencies, such as the FA and the Premier League.

Support for Employees

The club recognises that it can be deeply upsetting when an adult at risk, child or young person discloses that they have suffered abuse. The club has support structures in place to help employees who have received a disclosure or who are being asked to participate in an investigation into poor practice or abuse. If you need further advice regarding this contact the HR Team and or Head of Safeguarding.

Review

The club will review this policy to ensure ongoing compliance with safeguarding requirements. This will occur formally at the end of every season and we have established a dedicated group of external professionals led by our local LADO Officer. We will review internally if there is a change in legislation, guidance, governing body rules or a major safeguarding incident. We operate a policy of ongoing review and will always amend policies and approaches if we feel this is the best interests of adults at risk and young people.

What action should you take if you receive a safeguarding disclosure from an adult at risk?

If an adult at risk informs you directly about their concerns about someone's behaviour towards them, **this is a disclosure**.

It is often a very difficult disclosure to make – they have chosen you because you are a trusted adult and they want you to do something.

If an adult at risk, child or young person ever asked if you can keep something they say confidential its important to make sure you reassure them that while you wont share anything unnecessarily you can't promise not to share and if you think they might be in danger or someone is hurting them or someone else you ALWAYS have to share.

Step 1

Ensure that you deal with the disclosure as it happens and make sure the immediate needs of the adult or young person are met and they feel supported. It is not your role to investigate the disclosure when it is made. Instead, it must always be taken seriously and your role in this situation is only to act in the best interests of the adult or young person who may be at risk.

In order to do this, you **should**:

- Put aside your own feelings and emotions and listen calmly, even if the information is upsetting or shocking.
- Allow them to speak freely and try not to interrupt them as this may disrupt the discussion and lead them to feel like they are being interrogated.
- Do not worry if there are silences, let the vulnerable adult speak at their own pace and lead the discussion.
- Do not challenge any of the information disclosed.

- Try to avoid any accusatory or leading questions, let them tell their own story of events without pushing any information. Do not ask any questions that may make the vulnerable adult feel guilty or ashamed.
- Tell the person that you recognise how difficult the disclosure may be to them and reassure them that they are doing the right thing and you are taking it seriously.
- If physical abuse has taken place, you may observe any visible marks or bruises, but do not ask the person to remove or adjust clothing in order to observe them.
- Make sure you share that you HAVE to tell and explain who you are going to share their information with. Emphasise that you will support them through the process.
- Respect the confidentiality of the disclosure by only informing those who need to know. Those who need to know are the people who have a role to play in protecting the person involved.

You should not:

- Document or record the conversation whilst the person is disclosing. This should be done straight away afterwards and as accurately as you can. Use the words and phrases used by the child to describe what has happened.
- Pass any judgment on what was said or give them impression that you may blame the person disclosing.
- Make false promises or promises you may not be able to fulfil to the vulnerable adult. For example, a promise that you will not tell anyone.
- Investigate, avenge or approach the abuser yourself.

Always keep in mind that when a vulnerable adult or younger person discloses, they may feel:

Guilt - it is possible they will blame themselves for the abuse and feel guilty about disclosing.

Ashamed - they may feel ashamed about the abuse itself or what their friends and family may think.

Confused - they may be confused about their feelings for the alleged abuser as it could be someone they look up to and trust.

Scared - they may be fearful of the repercussions of disclosing the abuse or of the alleged abuse.

Step 2

Following the disclosure, if there is an immediate risk of harm, you must call the police to protect the welfare of the vulnerable adult.

The completed referral form must be passed immediately to the Head of Safeguarding. Any original documentation must be passed stored securely.

What happens next?

You should be informed what has happened following the report. If you do not receive this information, you should be proactive in seeking it out because it is everyone's responsibility to ensure that concerns are followed up.

If you have a concern that the disclosure has not been appropriately acted upon, you can inform the Head of Legal who directly line manages the Head of Safeguarding. Ultimately, if you still have concerns, you should contact statutory authorities.

What action should you take where you suspect abuse but there has been no disclosure?

Sometimes an adult at risk who is being abused will not feel able to make a disclosure. It is therefore important to be alert to signs of abuse discussed earlier in this policy. It is still crucial that you raise a concern where something has happened to make you aware of the possibility of a safeguarding issue. For example, an adult or child may say something about themselves or another adult at risk that may alert you to a possible abusive situation. Alternatively, you may hear or witness something that gives cause for a safeguarding concern. In such situations, it is still imperative to act.

Raising a concern

Where you have a concern, but no disclosure, about any form of safeguarding poor practice or abuse, there may not be firm evidence of abuse prior to you raising a concern. When raising a concern, it is important to give as much information as possible and fully explain what exactly has caused you to hold the concern.

First, you should raise the concern with the relevant DSL who will then raise it with the head of Safeguarding. They will decide the appropriate action considering the information you have given them.

Following this, if you still think there is a concern, or if you feel the matter is so serious that you are unable to discuss it with the above, you should contact the Head of Safeguarding at the Premier League.

What happens where an allegation is made against employees, workers, consultants, agency staff and volunteers?

If an allegation is made against someone who works within the club, there are three types of investigation that may occur. They are not mutually exclusive.

1. A criminal investigation by the police.
2. A child protection investigation by the local authority in a multi-agency approach.
3. A disciplinary or misconduct investigation led by the club; this may also involve the FA depending on the role of the alleged abuser.

No internal investigation will commence until the Senior Designated Safeguarding Officer has consulted the Local Authority Designated Officer (LADO).

The alleged abuser will be legally entitled to anonymity until they are either charged with an offence or they waive their anonymity. All employees involved in an investigation or are privy to such information have a legal duty to maintain confidentiality and only provide information to those that need to know.

The employee, worker, consultant, agency staff or volunteer who the allegation concerns will normally be informed as soon as possible after the result of the initial investigation is known.

If it is subsequently established that the allegation was false or malicious, based on further investigation, a written record will be made of the decision detailing the justification for the decision. The person whom the complaint has been made against will normally be informed and the matter will be closed. Allegations that are found to be false or malicious will be removed from personnel records and not referred to in any reference.

Where a criminal investigation is continued, the person concerned will be suspended on full pay if no reasonable alternative. The reasons and justifications for suspension will be recorded.

If a member of staff is dismissed or resigns in circumstances where s/he might otherwise have faced dismissal for a safeguarding related reason, the Senior Designated Safeguarding Officer will act in accordance with FA regulations and DBS guidelines and make the necessary referral to the DBS, the FA and the Premier League as appropriate.

What happens where an allegation is made against an adult at risk?

Any allegation concerning the abuse of an adult at risk or young person perpetrated by another adult at risk or young person should be dealt with through this policy and its procedures. If you have safeguarding concerns or a disclosure that a vulnerable adult or young person has committed abuse, then you should report it immediately to the Designated Safeguarding Lead and Head of Safeguarding.

All adults at risk involved, whether perpetrator or victim, will be considered as being at risk. A thorough risk assessment of the situation will be conducted with the view to ensuring the safety and best interests of all vulnerable adults involved. Both alleged victim and alleged perpetrator would receive appropriate support. It will also be considered whether the alleged abuser can continue engaging in activities with the club. This will be decided on the probability of risk to others.

Additional documents support this policy and can be made available on request.

Key safeguarding contacts

Head of Safeguarding - Lisa Carter

Senior Designated Safeguarding Officer for Foundation - Laura Nicholls

Designated Safeguarding Leads:

Foundation - Lee Smith

Foundation - Tom Warren (Ball Crew/match day)

Vulnerable Adults - Laura Wright

Molineux - Julie Ballenger (match day)

Molineux - Becky Elvins (hospitality)

Academy - Natalie Deakin (Education)

Academy - Jon Hunter Barrett (Head Coach/Academy)

Academy - Wesley Hughes (Coach/Academy)

Academy - Carl Parton (academy stewards/drivers)

Academy - Lisa Hollis (Player care)

Molineux - Kerri Davies (Mascots)

External Safeguarding Contacts:

Premier League Head of Safeguarding

Jessica Addicott - jaddicott@premierleague.com

Ann Craft

0115 951 5400 ann-craft-trust@nottingham.ac.uk

The Haven Wolverhampton – Single Point of Contact

24hr referral line: 08000 194 400

Training on domestic violence: 01902 572128

Fax: 01902 572144

E-mail: info@havenrefuge.org.uk Website: <http://www.havenrefuge.org.uk>

Jericho Society

Supported accommodation for women (age 16+) and their dependent children affected by domestic violence and homelessness.

24-hour referral line: 01902 421732 Fax: 01902 428778

E-mail: jerichowolv@btconnect.com

Wolverhampton City Council – Housing Outreach Team

The Housing Outreach Team provides floating support for women who are or have been experiencing domestic violence in order to help people to maintain their tenancies.

Phone: 01902 551023 Fax: 01902 554905

E-mail: housing.outreach@wolverhampton.gov.uk

Website: <http://www2.wolverhampton.gov.uk>

Advocacy – One Voice

One voice is an organisation run by disabled people offering help, advice and support to other disabled people as well as offering information, training, consultation and partnership working to other organisations on issues to do with disabled citizens' lives.

Phone: (01902) 810016

Website: www.wolvesnet.info/kb5/wolverhampton/asch/organisation

Wolverhampton Safeguarding

www.wolverhamptonsafeguarding.org.uk/safeguarding-adults

If you are concerned about an adult (including yourself)...

If you are suffering abuse, or you know or suspect some else is being abused call Wolverhampton Adults Services:

Monday to Thursday 8:30am to 5pm, Friday 8:30am to 4:30pm

01902 551199

For emergencies out of above hours 01902 552999

If immediate action is needed dial 999

It is better to report abuse over the phone so that our officers can take the necessary information. You can make a report anonymously by telephone.