



## **Sutton United FC Safeguarding Policy**

### **Policy Statement:**

Every child has the right to protection from abuse and exploitation. Safeguarding - and the protection of all children - is everyone's responsibility. Sutton United Football Club believes that it is always unacceptable for any child to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children by a commitment to practices which protects them. The safeguarding of all children will be made possible by adhering to our safeguarding policies, procedures, and processes and by working in partnership across the organisation - as well as with external organisations and statutory bodies. Sutton United recognises and is committed to the following principles:

- The welfare of the child is paramount.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity have the right to equal protection from all types of harm, abuse and/or exploitation.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues surrounding disabilities.
- Working in partnership across Sutton United Football Club (including with our parent football club) – and with children, their parents, carers and other external agencies and statutory bodies – is essential in promoting children welfare.

### **Purpose & aim of policy:**

SUFC will always seek to provide protection for the children who receive the organisation's services. To this end, SUFC will provide all staff with guidance on procedures they should adopt in the event that they suspect a child may be experiencing, or be at risk of, harm. SUFC believes that a child should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and to keep them safe. We are committed to practice in a way that protects them.

### **Who this policy applies to:**

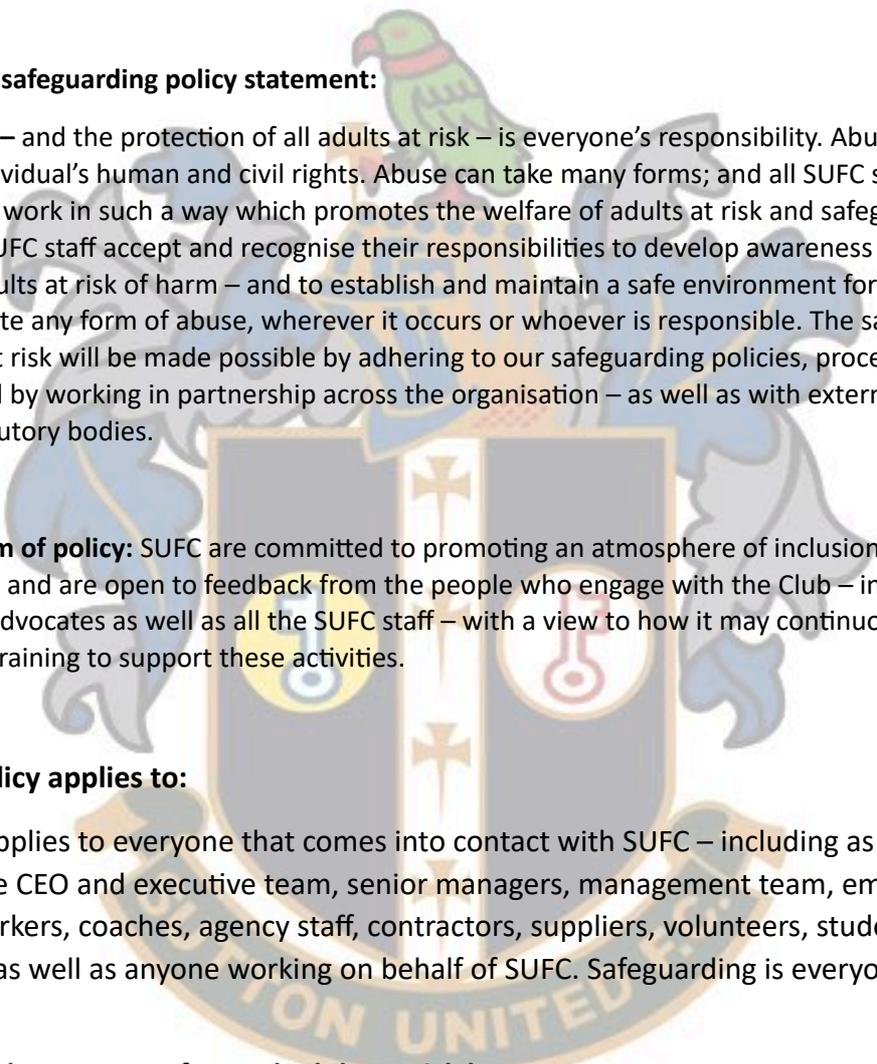
This policy applies to everyone that comes into contact with SUFC – and includes: directors, executive team, senior managers, management team, all coaches, employees, sessional

workers, agency staff, contractors, suppliers, volunteers, students on work experience, as well as anyone working on behalf of SUFC. Safeguarding is everyone's responsibility.

**SUFC will seek to safeguard children effectively through taking a child-centred approach to its responsibilities and by doing the following:**

- Being vigilant and noticing when things are troubling children.
- Understanding what is happening – as well as hearing and understanding the child – and then acting upon that understanding.
- Developing an on-going stable relationship of trust with children.
- Respecting children and treating them with the expectation that they are competent, rather than assume they are not.
- Providing information and engagement with children by keeping them informed about and involved in procedures, decisions, concerns, and plans.
- Explaining to children the outcome of assessments and decisions – as well as the reasons if their views have not met with a positive response.
- Support children in their own right and not just as a member of the family.
- Providing access to advocacy to assist children in putting forward their views.
- Involving children and their parents and carers in developing and shaping safeguarding policies and procedures.

SUFC will review this **Child Protection Safeguarding Policy Statement** and best practice at least, annually. In addition, more frequent reviews will be undertaken following any major safeguarding incident, incident learning outcomes, organisational changes, as well as changes to legislation.



**Adults at risk safeguarding policy statement:**

**Safeguarding** – and the protection of all adults at risk – is everyone’s responsibility. Abuse is a violation of an individual’s human and civil rights. Abuse can take many forms; and all SUFC staff are committed to work in such a way which promotes the welfare of adults at risk and safeguards them from harm. SUFC staff accept and recognise their responsibilities to develop awareness of the issues that cause adults at risk of harm – and to establish and maintain a safe environment for them. SUFC will not tolerate any form of abuse, wherever it occurs or whoever is responsible. The safeguarding of all adults at risk will be made possible by adhering to our safeguarding policies, procedures and processes and by working in partnership across the organisation – as well as with external organisations and statutory bodies.

**Purpose & aim of policy:** SUFC are committed to promoting an atmosphere of inclusion transparency and openness and are open to feedback from the people who engage with the Club – including parents, carers, advocates as well as all the SUFC staff – with a view to how it may continuously improve services and training to support these activities.

**Who this policy applies to:**

This policy applies to everyone that comes into contact with SUFC – including as applicable – directors, the CEO and executive team, senior managers, management team, employees, sessional workers, coaches, agency staff, contractors, suppliers, volunteers, students on work experience, as well as anyone working on behalf of SUFC. Safeguarding is everyone’s responsibility.

**SUFC will endeavour to safeguard adults at risk by:**

1. Adhering to our adults at risk safeguarding policy and ensuring that it is supported by robust procedures.
2. Carefully following the procedures laid down for the recruitment and selection of staff.
3. Providing effective management for staff through supervision, support, and training.

4. Implementing clear procedures for raising awareness of and responding to abuse within the organisation and for reporting concerns to statutory agencies that need to know, while involving parents, carers, and adults.
5. Ensuring general safety and risk management procedures are adhered to.
6. Promoting full participation and having clear procedures for dealing with concerns and complaints
7. Managing personal information, confidentiality, and information sharing
8. Safeguarding adults at risk by implementing a code of behaviour for all involved with the organisation, including visitors.

**Working in partnership across SUFC (including with our community trust team) – and with adults, their families, carers and advocates, as well as other external agencies and statutory bodies – is essential in promoting effective safeguarding of adults at risk.**

### **Anti-Bullying Policy**

#### **Definition of bullying:**

Bullying is behaviour that hurts someone else – such as name calling hitting pushing spreading rumours, threatening, or undermining someone.

**Purpose of policy:** The purpose of SUFC anti-bullying policy is to prevent bullying from happening within the organisation, as much as possible. When bullying does happen, SUFC will make sure it is stopped as soon as possible and that those involved receive the support they need. In addition, SUFC will provide information to all staff, children and their families about what need to be done to prevent and deal with bullying. Bullying causes real distress. It can affect a persons health and development and, at the extreme, can cause significant harm. People are often targeted by bullies because they appear different from others. SUFC acknowledges that everyone has a role to play in preventing bullying and putting a stop to bullying.

#### **SUFC will seek to prevent bullying by:**

1. Developing a code of behaviour that sets out the “do’s” and “don’t’s” in terms of how everyone involved in SUFC is expected to behave, both in face-to-face contact and online. This code of behaviour can be in this safeguarding handbook.
2. Holding regular discussion with SUFC staff members, volunteers, children, and families who use SUFC, to ensure that they understand SUFC anti-bullying policy. These discussions will focus on:
  - Group members responsibilities to look after one another and uphold the behaviour codes.
  - Practising skills such as listening to each other
  - Respecting the fact that we are all different
  - Making sure that no one is without friends
  - Dealing with problems in a positive way

- Checking out that the anti-bullying measures are working well.
- 3. Developing a complaints policy and procedure. This policy and procedures can be found in SUFC complaints policy, complaints procedure and complaints procedure flow chart in the introduction section of this safeguarding handbook.
- 4. Making sure that SUFC staff, children, as well as parents and carers have clear information about our anti-bullying policy, complaints procedure, code of behaviour and anti-bullying procedure.

When Bullying occurs SUFC will respond to it by:

1. Having a clear anti-bullying procedure in place.
2. Robustly and sensitively investigating all concerns and complaints to determine the facts surrounding any allegation or suspected allegation.
3. Providing support and training for all SUFC staff on dealing with all forms of bullying, including racist, sexist, homophobic and sexual bullying.
4. Addressing the issue from the point of view of the person being bullied, the bully, any bystanders and SUFC as a whole.
5. Reviewing the plan developed to address the bullying, in order to ensure that the problem has been resolved.
6. Sensitively managing the consequences and punishments that make the individuals concerned seem small, or look or feel foolish in front of others. Part of the investigative process will be to identify, where possible the reasons behind the bullying and provide further education where appropriate to help shape acceptable behaviours going forward.

#### **Principles:**

This code of conduct staff is an important element of the safeguarding ethos and to ensure that all children and adults are protected from harm. It is designed to provide clear expectations of what is and isn't acceptable behaviour underpinned by a framework detailing how staff ethically with those that engage with the organisation. It is the responsibility of all staff working on behalf of SUFC to ensure that:

- they recognise the position of trust they have by working for SUFC.
- that behaviour is appropriate all times.
- they observe and put into practice all policies, procedures and process are established for the safety and protection of children and adults.
- they follow the procedures for responding to signs of suspicions overviews
- in every respect, the relationships they formed with the children and adults are appropriate.

#### **How staff can meet their responsibilities:**

The following is a list of do's and don'ts (overleaf) to assist staff to meet their duty to safeguard all children and adults they have responsibility for. By following this code of conduct staff will be aware and avoid compromising situations or opportunities for misunderstandings and/or allegations.

DO	read the safeguarding policies procedures and processes
DO	read and understand the safeguarding policy statements for children and adults at risk
DO	ensure you are familiar with the safeguarding personnel and how to make contact with them
DO	abide by the code of conduct for staff and put into practise at all times
DO	follow the code of good safeguarding practise when working with children and adults at risk
DO	encourage others to challenge any attitudes or behaviours they do not like
DO	follow SUFC child/adult ratio for all meetings and activities
DO	allow children and adults to talk about any concerns they may have
DO	respect the right to personal privacy of a child, young person or vulnerable adult
DO	remember someone else might misinterpret your actions - no matter how well intentioned
DO	avoid being drawn into inappropriate attention seeking behaviour
DO	keep other members of staff informed of where you are and what you are doing
DO	take any allegations or concerns of abuse seriously and refer them to the DSO
DO	remember this code at sensitive moments when responding to allegations/suspensions of bullying or abuse
DO	have separately sleeping accommodation for participants and staff in any overnight activity
DO	avoid breaches of trust
DO	plan activities so that more than one person is, or at least within sight and hearing of others
DO	treat everyone with dignity and respect
DO	treat all participants equally/ show no favouritism
DO NOT	trivialise abuse
DO NOT	Form a relationship with a child, young person or adults at risk that is an abuse of trust
DO NOT	permit abusive peer activities
DO NOT	engage in any inappropriate behavioural contact
DO NOT	play physical contact games with children, young people or adults at risk
DO NOT	make suggestive from marks or threats to children, young people or adults at risk, even if meant in fun
DO NOT	use inappropriate language when writing, phoning, emailing posting on the Internet
DO NOT	let allegations, suspicions, or concerns about abuse go unreported
DO NOT	just rely on your good name to protect you

## Code of Good Safeguarding Practice when Working with Children:

### Introduction:

Every staff member associated with SUFC has been selected to work with the organisation, because they have demonstrated a desire to provide a positive, fun, and safe environment for children and young/vulnerable people. Any person working with children is automatically placed in a position of trust – that carries with authority, status, power, and responsibility. It has been proven, that where adults are positive role models – and display high moral and ethical standards- the benefits to a child's development can be significant.

#### **Duty of care:**

Every staff member that works with SUFC has a legal responsibility to provide a duty of care. This duty of care means that each and every individual adult must take all reasonable steps to ensure the safety of any child involved in an activity for which they and SUFC are responsible. This duty of care is extended by a moral responsibility to work at developing a culture in which all children can take part in activities in a safe and enjoyable environment.

#### **Relationship of trust:**

SUFC recognises that genuine and appropriate relationships do occur between staff members and the children that use the organisations services. While the relationship of trust should always be nurtured, allowing appropriate relationships to lead into sexual, or inappropriate relationships will always be wrong. SUFC staff members need to be aware of the power and influence that can be exercised over a child. Where activities undertaken by SUFC have an element of competitiveness e.g. selection to play, mentoring, assessment etc, a child can become dependent on the adult – and thereby be more vulnerable. Therefore, it is vital that staff recognise their responsibility – and ensure that they do nothing to abuse their position of trust.

#### **Good safeguarding Practice:**

Despite having the best safeguarding policies and procedure; and the most effective safeguarding induction training and refresher training – there can still be many situations, that an SUFC staff member may find themselves in, which could be misconstrued and/or misinterpreted by others. SUFC wants to help reduce such situations from occurring – and which could be viewed from the outside as inappropriate, poor practice, or abusive. Therefore:

- By developing the following standards of good safeguarding practice, SUFC is seeking to ensure that all of its staff are protected from false allegations relating to child safeguarding concerns.
- By SUFC staff members following these standards of good safeguarding practice, we further live and breathe our mission of protecting all children.

Ultimately though, every staff member should never believe that they can rely on their own good reputation; or the good reputation of SUFC to protect them. All SUFC staff members should always behave and conduct themselves in such a way as to ensure that nothing they do can be misconstrued or misinterpreted.

#### **Underpinning Principles of SUFC's good safeguarding practice:**

For the avoidance of doubt, the following forms an unequivocal and unalterable core standard and principle that applies to all adults that work with – and for – SUFC in any capacity.

- Never develop or nurture an inappropriate relationship (or any form inappropriate contact) with a child, that in any way falls outside of the work that you have been authorised to undertake on behalf of SUFC.
- An inappropriate relationship with a child also includes sexual relationship, or any form of sexual contact.
- N.B inappropriate contact would include a breach of any of the good safeguarding practices detailed under any of the heading below, where contact is being made in breach of any instruction to the contrary.

Important Note: even if a child is aged 16 years or older, it is forbidden for an SUFC staff member to have a sexual relationship; sexual contact; or an otherwise inappropriate relationship with them. Any such behaviour – by any SUFC staff member – towards any vulnerable person or person under the age of 18 years of age, represents a serious breach of trust and is not acceptable under any circumstances.

In circumstances, where the above underpinning principle is breached by a staff member, they will be subject to SUFC disciplinary procedures and/or legal sanction following the findings of any prompt and effective investigation. Any breach of the above underpinning principle involving a volunteer – or member of staff from another organisation – will result in them being asked to leave SUFC (gross misconduct and immediate contract cancellation).

Furthermore, any such breaches of SUFC's underpinning principle, by staff will always result in a referral being made to one or more statutory agencies. These include the police, the local authority children's social care department, the FA, the EFL trust and/or the disclosure barring service.

Notwithstanding the above underpinning principle, it is SUFC's policy to regularly review the following guidelines – relating to standards of good safeguarding practice – to ensure that they reflect the very latest best practice; and that they take account of the ever-changing safeguarding risks that children can face.

#### **General Good Safeguarding Practice:**

- Never exaggerate or trivialise child abuse issues.
- Never make inappropriate promises to a child, particularly in relation to confidentiality.
- Do not ask a child to keep a secret.
- Do not jump to conclusions about others, without first checking facts.
- Never allow allegations by a child to go unchallenged, unrecorded – or in any way not acted upon.
- Never agree to meet a child on their own on a one-to-one basis. If such a situation be requested by a child, then you are required to immediately speak with SUFC DSO.

#### **Behaviour Good Safeguarding Practice:**

- Never act in a way towards a child that can be perceived as threatening or intrusive. This includes verbal or aggressiveness and shouting.
- Do nothing that would cause a child to lose self-esteem e.g. by embarrassing, humiliating, undermining them or otherwise acting in a way that would reduce them to tears.

- Never make sarcastic, insensitive, or derogatory comments (or gestures) to a child, even if it was meant to be in fun.
- Never make sexually suggestive comments (or gestures) to a child, even if this was meant to be in fun
- Never patronise or treat a child as if they do not understand.

**In addition to not behaving in any of the ways listed above, SUFC staff members should always be careful not to behave in any of the ways listed above either in front of – or within the presence of – a child, even though it is not intended to be directed towards the child.**

**Communication Good Safeguarding Practice:**

- Never use inappropriate language in the presence of a child.
- Do not allow children to use inappropriate language unchallenged.

**Personal Contact Good Safeguarding Practice:**

- Never allow – or take part in – any form of inappropriate touching of a child.
- Never take part in a rough, physical, or sexually-provocative games – which includes horse-play of any kind.
- Do not undertake things of a personal nature for a child which they can do for themselves unless you have been requested to provide assistance by their parent or carer.

N.B it is recognised that some children may need help with such things as tying laces and this is acceptable, this element of good safeguarding practice does not preclude attending to an injured or ill child, or from rendering first aid.

**Personal Information Good Safeguarding Practice:**

SUFC staff members must adhere to the following.

- Never let a child have your personal home address.
- Never let a child have your personal phone number.
- Never contact a child via text message using a personal phone.
- Never email a child from a personal email address.

N.B where emailing or texting a child is accepted and documented operational procedure of SUFC, this email and/or text must at all times come from a authorised SUFC email account or work mobile phone – and each child’s parent/carer must be copied into the email or text.

**Physical Contact Good Safeguarding Practice:**

SUFC staff members should only use appropriate physical contact if the sole aim is to:

- Develop sport skills techniques.
- Treat an injury.
- Prevent an injury or accident from happening.
- To meet the professional requirements of the sport or activity undertaken.

**Acceptable physical contact – as outlined above – would always take place in a open or public environment; and would never take place in secret or out of sight of others.**

**N.B** in all circumstances where physical contact is required, the adult must always explain the nature and reason for the physical contact; and reinforce the teaching or coaching skills being used. Unless the SUFC staff member is responding to a emergency situation, the adult must always seek the child's permission for initiating the required physical contact.

**Appropriate physical contact will never involve touching in or around the genital area, the buttocks and/or the breasts. In addition, any physical contact anywhere else on the body should not cause a child distress or embarrassment.**

**Positive Influence Good Safeguarding Practice:**

- Never smoke in front of children – or in any place that you could be seen smoking by them.
- Never consume alcohol in front of children – or any place that you could be seen drinking alcohol by them.
- Never offer children drugs or other illegal substances.
- Never offer children sexual materials e.g. adult magazines, adult videos and/or website addresses etc.
- Never accept bullying, rule violations, cheating or the use of prohibited substances – such as performance enhancers etc.

**Supervision Good Safeguarding Practice:**

- Never leave a child unsupervised.
- Do not treat any child more favourably than others.
- Avoid spending too much time alone with any one particular child where you are away from other adults.
- A child must never be taken to an adults home.
- Never go to a child's home where you would be alone with them.
- Do not be in a dressing room with a child on your own. If this is unavoidable, ensure the door remains open.
- Should circumstance require adults and children to share a dressing room, adult are required to provide the child with privacy and sure that the adult showers and changes at a separate time to the child.
- Mobile phones – and any technology capable of taking photos or videos – are not permitted to be used in changing room.
- Never share a room with a child.

**Social media Good Safeguarding Practice:**

SUFC staff members must adhere to the following.

- Never contact or communicate with a child through social media sites, or via any other form of social media app or interface.
- Never permit a child to be added to your social media feed's/ or social media apps.

**Where a child request to be added to any personal social media feed or social media app he must immediately refused the request and communicate the attempt to connect with you through social media to SUFC DSO. SUFC DSO will explain to the child that staff are not permitted to have child participants on their social media feeds and that they should not send such a quest again.**

**N.B** there may be circumstances where an SFC staff member may have a child participant on their social media feed - all social media apps - as a consequence of inappropriate contact prior to commencing work with SUFC or before the child became a participant with UFC. In all circumstances, SUFC staff members should disclose this social media connection to the DSO and then delete all social media connections with that child. SUFC DSO will explain to the child/parents/carers what has happened and the reasons why this action has been taken.

#### **Social Media Definition:**

Social media is an interactive online media that allows users to communicate instantly with each other or to share data in a public forum. It includes social and business networking websites such as Facebook, Myspace, Reddit, Twitter, Tik-Tok and LinkedIn. Social media also covers video an image sharing and blocking websites such as YouTube, Instagram, Google+, Tumblr and Flickr as well as personal blogs any post made on other people's blogs and all online forums and notice ports. This is constantly changing area with new websites and apps being launched on regular basis and therefore this list is not exhaustive. This element of SUFC social media good safeguarding practise policy applies in relation to any social media that staff members and volunteers may use, regardless of whether it is specifically detailed in the definition above or not.

#### **Transport Good Safeguarding Practice:**

SUFC staff members and volunteers must adhere to the following:

- Never use a mobile phone while driving with a child or children whether or not the mobile phone meets hands free legislation.
- No member of staff or other designated driver is permitted to transport a child or children if they are in an unregulated job category and will not be permitted to transport child or children if not in possession of relevant licence entitlement or the relevant insurances.
- A child should not transported without another adult being present.

**N.B** where such a journey is unavoidable, then the staff member required to transport the child must first speak to their line manager or SUFC DSO and gain the consent of the other person prior to making the journey. The staff member must also ensure that they communicate with the parents/carer of the child to ensure that they are also fully aware that their child is being transported without another adult being present.

In all cases where the above procedure is used to transport a child without another adult being present the staff member must complete a log of the journey and submit this at the end of each week to SUFC DSO. SUFC will monitor journey logs to reduce situations where child needs to be transferred transported by a lone adult.

In all cases where a child is transported as a single passenger without another adult being present the child should sit in the back seat of the vehicle and wearing their seat belt.



**Complaints Policy:**

**Policy Statement:**

SUFC recognises that everyone who uses our services activities, and all facilities have the right to high standard of service and a right to complain if they are not happy with any aspect of what we do. Learning from complaints helps SUFC to improve services that are provided. Therefore, the purpose of this complaints policy and procedure is to:

- help SUFC to provide a service of the highest standard to everyone that engages with the organisation.
- help SUFC to ensure that everyone that uses or wishes to use the organisations services know that they have a right to complain if they choose to do so.
- help identify issues and to deal with complaints in a positive and effective way.
- set up the issues that could be covered under this procedure.
- Highlight the reporting process, who to contact and how to do this.
- Support SUFC to deal with complaints in a fair and consistent way.

**Who this complaints policy and procedures applies to:**

This complaints policy and procedure applies to all children, adults, parents, and families as well as carers and advocates. In addition, it applies to every person that attends or wishes to make use of SUFC facilities and services.

However, this policy and procedure is not intended to be used by staff or volunteers who may be unhappy about their own experience in the workplace (this is covered under separate grievance process). In these circumstances staff member should use the grievance procedure, and volunteers should use the complaints procedure for volunteers.

The complaints policy and procedure are also not intended to cover concerns that staff may have about issues in relation to malpractice or wrongdoing in the workplace. These concerns should be dealt with via line management reporting or under the whistle blowing policy and procedure.

If anyone at SUFC (staff member, child, adult, parent, carer or advocate) is concerned that a child or adult may be at risk of harm, they should use the relevant procedures contained within the safeguarding policy immediately.

SUFC will seek to deal with complaints by:

- Defining clearly what is meant by complaint.
- Setting out a procedure that can easily be followed and understood.
- Making sure that everyone knows about this policy and procedure.
- producing child and adult friendly material explaining this policy and procedure.
- reassuring people that they will not be penalised in any way for using the complaints procedure responsibly and that SUFC will respond positively and effectively to any complaints made in good faith.
- Offering extra support to those who need help to make a complaint.
- Taking a staged approach to complaints that takes account the level of seriousness and the possibility of resolution at different points.
- Keeping the complainant informed during the course of investigation as well as about the outcome of their complaint.
- Keeping clear records of complaints and how they are resolved.

#### **Equal Opportunities Policy:**

Policy statement:

SUFC is an equal opportunity employer and fully committed to policy of treating all its staff as well as all applicants for employment or volunteering equally. SUFC will avoid unlawful discrimination in all aspects of recruitment and selection, promotion, transfer, opportunities for training, paying benefits other terms of employment or volunteering arrangements as well as discipline selection for redundancy and dismissal or termination of employment.

#### **Protected Characteristics:**

SUFC will take all reasonable steps to engage, train and promote staff on the basis of their experience, abilities and qualifications - without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race (including colour nationality and ethnic or national origins), religion or belief, sex or sexual orientation. In this policy these are known as the protected characteristics.

Staff have a duty to cooperate with SUFC to make sure that the policy is effective in ensuring equal opportunities and in preventing discrimination. Action will be taken under the organisation's disciplinary procedure against any staff who are found to have committed an act of improper or unlawful discrimination. Serious breaches of this equal opportunities policy statement will be treated as potential gross misconduct and could render a staff member liable to summary dismissal or a volunteer to have their agreement terminated.

**All SUFC staff must always bear in mind that they can be held personally liable for any act of unlawful discrimination**

**Duty to report and not victimise**

All SUFC staff must draw the attention of their line manager to suspected discriminatory acts or practices. No SUFC staff member is to victimise or retaliate against another member of staff who has made allegations or complaints of discrimination; or who is provided information about such discrimination. Such behaviour will be treated as potential gross misconduct and could render the staff member liable to summary dismissal - or a volunteer to have their agreement terminated in addition to any possible criminal sanction. All SUFC staff are expected to support colleagues who suffer such treatment and are making such a complaint.

**Direct Discrimination:**

Direct discrimination occurs when, because of one of the protected characteristics, an applicant or staff member is treated less favourably than other applicants or staff members are treated or would be treated.

The treatment will still amount to direct discrimination even if it is based on the protected characteristic of a third party with whom the applicant or staff member is associated - and not on the applicant or staff member's own protected characteristic. In addition, it can include cases where it is perceived that an applicant or a staff member has a particular protected characteristic, when in fact they do not.

Discrimination after employment/volunteering is also unlawful if it arises out of and is closely connected to the employment/volunteering relationship, for example refusing to give a reference, or providing an unfaithful reference for a reason related to one of the protected characteristics.

**SUFC will take all reasonable steps to eliminate direct discrimination in all aspects of employment and volunteering.**

**Indirect discrimination:**

Indirect discrimination is treatment that may be equal in the sense that it applies to all applicants or staff members, but which is discriminatory in its effects on, for example, one particular sex or particular racial group. Indirect discrimination occurs when a provision, criterion or practice (PCP) which is discriminatory in relation to a protected characteristic of applicants or staff members. PCP is discriminatory in relation to a protected characteristic of the applicants or staff member if:

- It is applied, or would be applied, to persons with whom the applicant or staff member does not share the protected characteristic.
- The PCP puts, or would put, persons with whom the applicant or staff member shares the protected characteristic at disadvantage when compared with persons with whom the applicant or staff member does not share it.
- It puts, or would put, the applicant or staff member at that disadvantage, and....

- it cannot be shown by sufc to be proportionate means of achieving legitimate aim

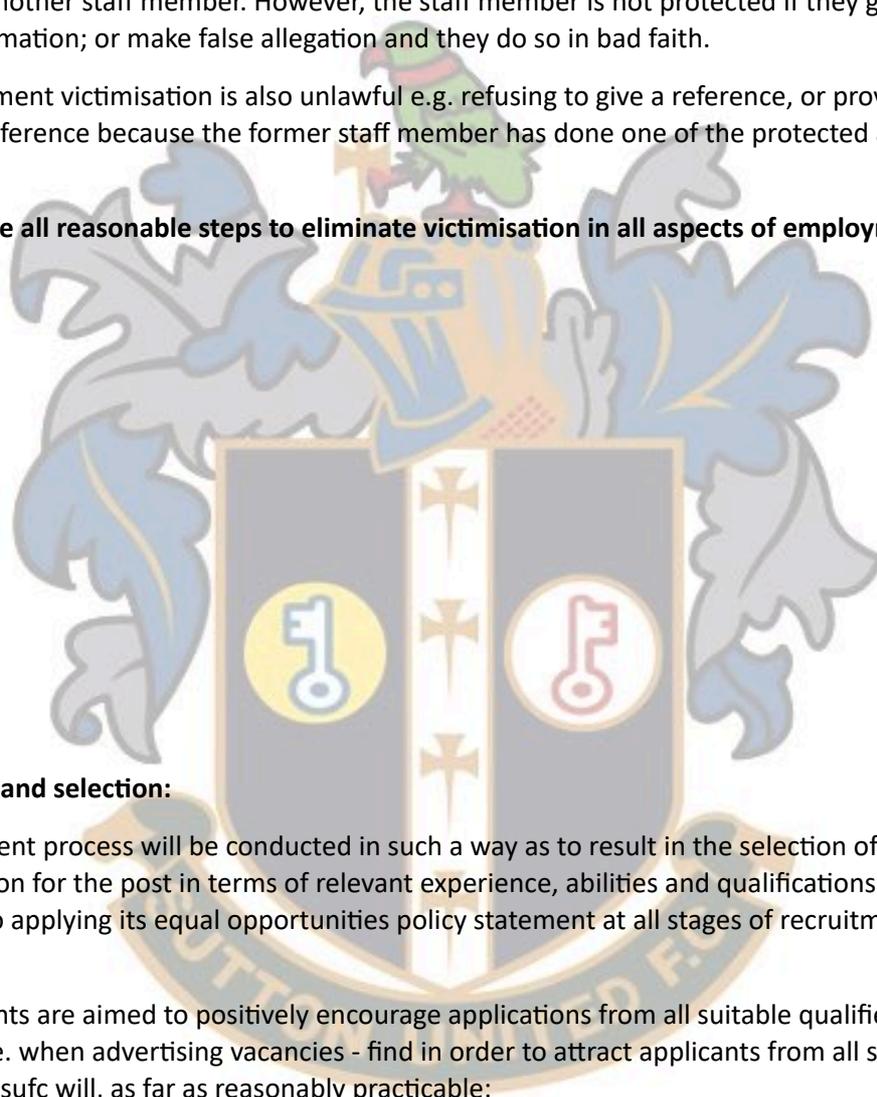
SUFC will take all reasonable steps to eliminate indirect discrimination in all aspects of employment and volunteering.

**Victimisation:**

Victimisation occurs when a staff member is subjected to a detriment - such as being denied a training opportunity or promotion - because they have raised or supported a grievance or complaint of unlawful discrimination; or because they have issued employment tribunal proceedings for unlawful discrimination; all they have given evidence in connexion with unlawful discrimination proceedings brought by another staff member. However, the staff member is not protected if they give false evidence or information; or make false allegation and they do so in bad faith.

Post-employment victimisation is also unlawful e.g. refusing to give a reference, or providing an unfavourable reference because the former staff member has done one of the protected acts set out above.

**SUFC will take all reasonable steps to eliminate victimisation in all aspects of employment and volunteering.**



**Recruitment and selection:**

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the post in terms of relevant experience, abilities and qualifications. SUFC is committed to applying its equal opportunities policy statement at all stages of recruitment and selection.

Advertisements are aimed to positively encourage applications from all suitable qualified and experienced people. when advertising vacancies - find in order to attract applicants from all sections of the community - sufc will, as far as reasonably practicable:

- Ensure advertisements are not confined to those areas or publications which would exclude or disproportionately reduce the numbers of applicants with a particular protected characteristic.
- Avoid setting any unnecessary provisions or criteria which would exclude a higher proportion of applicants with a particular protected characteristic.

Where vacancies may be filled by promotion or transfer, they will be published to all eligible staff in such a way that they do not restrict applications from any staff with a particular protected characteristic. However where – having regard to the nature and context of the work – having a particular pro-

ected characteristic is an occupational requirement (and that occupational requirement is a proportionate means of achieving a legitimate aim) SUFC will apply that requirement to the role, and this may therefore be specified in the advertisement.

The selection process will be carried out consistently for all jobs at all levels; and all applications will be processed in the same way, OSU FC line managers were strictly following the organisations safer recruitment policies procedures and processes.

SUFC will have regard to its duty to make reasonable adjustments (where practicable) to work/volunteering provisions, criteria and practises, or physical features of its premises, ought to provide auxiliary aids or services in order to ensure that a disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.

If it is necessary to assess whether personal circumstances will affect the performance of the role e.g. if the role involves unsociable hours or extensive travel, this will be discussed objectively with detailed questions based on assumptions about any of the protected characteristics.

#### **Training and promotion:**

SUFC will train all line managers in relation to its policy on equal opportunities and in helping them identify and deal effectively with discriminatory acts or practices. Line managers will be responsible for ensuring the actively promote equality of opportunities within the areas for which they are responsible. SUFC will also train on the line managers in its policy relating to safer recruitment of staff.

SUFC will provide training to all staff to help them understand their rights and responsibilities in relation to equal opportunities and to help them understand an contribute to creating a working environment that is free from discrimination in all its forms.

Where a promotional system is in operation, it will not be discriminatory, and it will be checked from time to time to assess how it is working in practice. when a group of staff - predominately have a particular protected characteristic - appeared to be excluded from access to promotion, transfer, and training and to other benefits, the proportional system will be reviewed to ensure there is no unlawful discrimination.

#### **Terms of employment/volunteering, benefits, facilities, and services:**

All terms of employment/volunteering, benefits, facilities, and services will be reviewed from time to time, in order to ensure that there is no unlawful direct or indirect discrimination because of one or more of the protected characteristics.

#### **Equal pay and equality of terms:**

SUFC is committed to equal pay and equality of terms in employment. it believes its male and female employees should receive equal pay where they are carrying out like work, work rated as equivalent, of equal value. In order to achieve this, SUFC we will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.

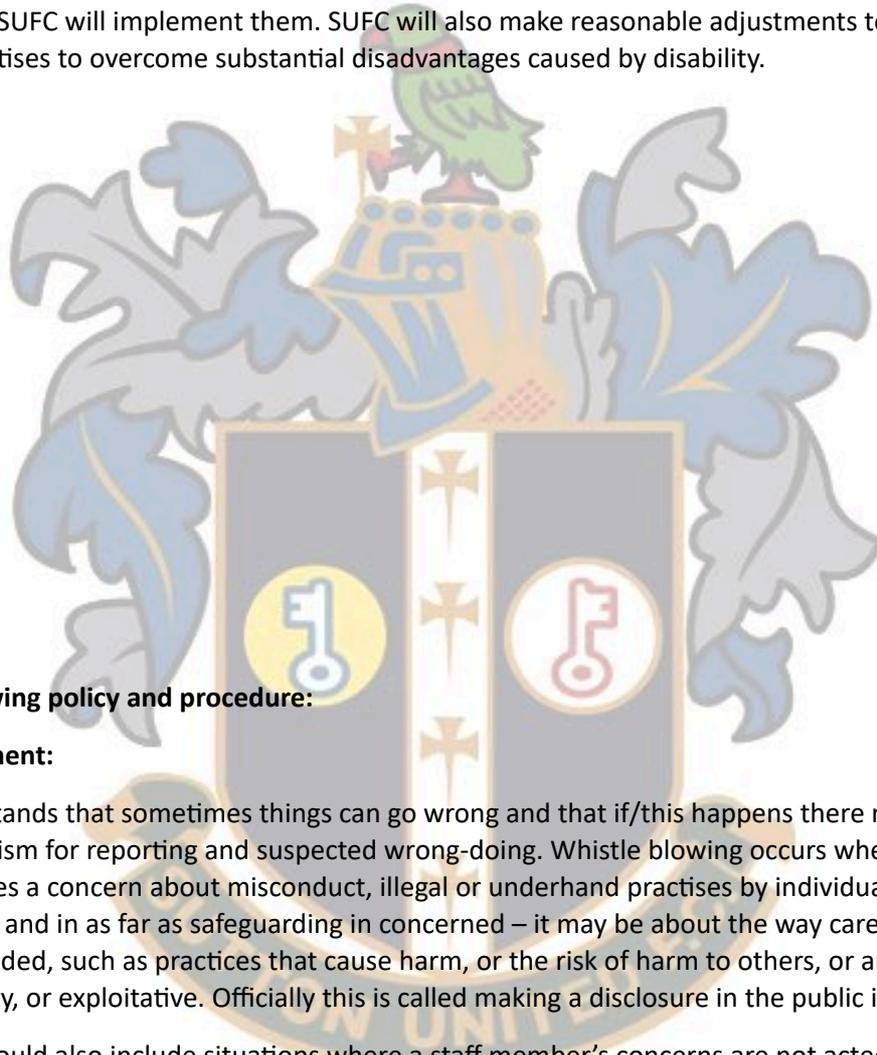
#### **Reporting Complaints:**

All allegations of discrimination will be dealt with seriously, confidentially and speedily. SUFC will not ignore or treat lightly grievances or complaints of unlawful discrimination from employees and volunteers.

If any employee or volunteer wishes to make a complaint of discrimination, they should do so promptly by bringing the matter to the attention of either their line manager - or whether line manager may be the subject of the complaint - to another more senior manager or designated safeguarding officer.

#### **Monitoring equal opportunity:**

SUFC will regularly monitor the effects of its selection decisions, personal structure, pay practises and other procedures in order to assess whether equal opportunity is being achieved. This will also involve considering any possible indirectly discriminatory effects of its working practises. If changes are required SUFC will implement them. SUFC will also make reasonable adjustments to its standard working practises to overcome substantial disadvantages caused by disability.



#### **Whistle Blowing policy and procedure:**

##### **Policy statement:**

SUFC understands that sometimes things can go wrong and that if/this happens there must be a robust mechanism for reporting and suspected wrong-doing. Whistle blowing occurs when a staff member raises a concern about misconduct, illegal or underhand practises by individuals and/or an organisation; and in as far as safeguarding is concerned – it may be about the way care and support is being provided, such as practices that cause harm, or the risk of harm to others, or are abusive, discriminatory, or exploitative. Officially this is called making a disclosure in the public interest.

This policy would also include situations where a staff member's concerns are not acted upon in accordance with the with allegations of abuse made against staff procedure, dealing with allegations of peer-on-peer abuse policy and/or the procedure for responding to, recording, and reporting actual or suspected adult abuse as outlined in the safeguarding policy.

##### **Purpose of having a whistle-blower policy:**

The purpose of the whistle blowing policy is to make it clear that staff can whistle blow without fear of victimisation, subsequent discrimination, or disadvantage. This whistle blowing policy is therefore intended to encourage and enable everyone to raise serious concerns directly to SUFC, rather than overlooking a problem, all seeking a resolution of the problem outside the organisation without first bringing the matter to the attention of SUFC.

**All SUFC have a responsibility to maintain the highest standards of care towards everyone they come in contact with through their work with and for the organisation. The whistle blowing policy aims to ensure that serious concerns can be properly raised and addressed within the organisation and are recognised as a way of enabling the delivery of good practice - and which will help to ensure the protection of every child and adult at risk.**

**Responsibilities:** SUFC believes that all staff are professional and skilful in the work and tasks they undertake. However, occasionally it may be that a staff member has concerns about another person's conduct or standards of practice e.g. they may be worried that a child is not being cared for properly; an adult at risk is being abused; or even that someone may be at serious risk. It might be that they have concerns about fraud; financial irregularity; or other vulnerabilities they have become aware whilst working for SUFC. All SUFC staff have responsibility to raise any such concerns so that they can be identified/investigate and resolved appropriately.

**SUFC recognises that raising concerns can be extremely difficult and courageous thing to do. Any SUFC staff member who has good grounds on which to base their concerns - even if they do not have conclusive evidence- will be listened to and taken seriously. It is SUFC's responsibility to investigate the matter – not any whistle blower/complainant.**

**Never keep quiet about wrongdoing:**

SUFC staff members - who do not report by practise or abuse, neglect or ill treatment of a child, young personal adult, or for that matter anything else illegal that they are suspicious about - may be seen as colluding with the unacceptable practice. Such collusion constitutes a disciplinary offence, and it will be dealt with in accordance with SUFC disciplinary procedure and resolving problems with volunteer's procedure and which could result in termination of working relationship, as well as the information being forwarded to the appropriate authorities.

**Procedure for raising concerns:**

In most circumstance, staff wishing to raise their concerns should ideally discuss the matter with their line manager. if this is not possible, perhaps this person is thought to be involved or colluding in the suspected wrongdoing, another senior manager or DSO should be contacted instead. The individual recipient of the complaint will be responsible for ensuring the concerns are looked into or passed to the most appropriate person within the club - in line with the organisation's reporting/disclosure policy

**Follow up:**

Depending on the nature of the concern raised, responsible safeguarding action taken will be provided to the staff member raising it as soon as possible. However, it is important to be aware that it might not always be appropriate to reveal the full extent of the investigation, where this relates to personal issues involving a third party for example.

**Conclusion:**

Once SUFC's investigation has been concluded, those involved will be notified and appraised of any necessary action that will follow. This could include either reporting the matter to an appropriate external government department or Regulatory agency and/or taking internal disciplinary action against relevant members of staff. If no further action is taken the reasons for this will be explained.

**What to do if you are still concerned:**

If, on conclusion of the above stages, the individual making the disclosure reasonably believes the appropriate action has not been taken, then they may then report the matter externally to the proper authority in accordance with the provisions of the act.

Notwithstanding the above, SUFC always encourages staff to raise concerns internally in the first instance, rather than externally. It was issues to be dealt with promptly and effectively.

**False and/or malicious allegations:**

No SUFC staff member will ever be penalised for whistle blowing - even if it is not upheld - unless they made a false accusation which they knew was both untrue and made with malice. If it is found that a false accusation was knowingly made, this would be treated as gross misconduct in accordance with the SUFC disciplinary policy and resolving problems with the volunteer's procedure and could result in the termination of the working relationship.

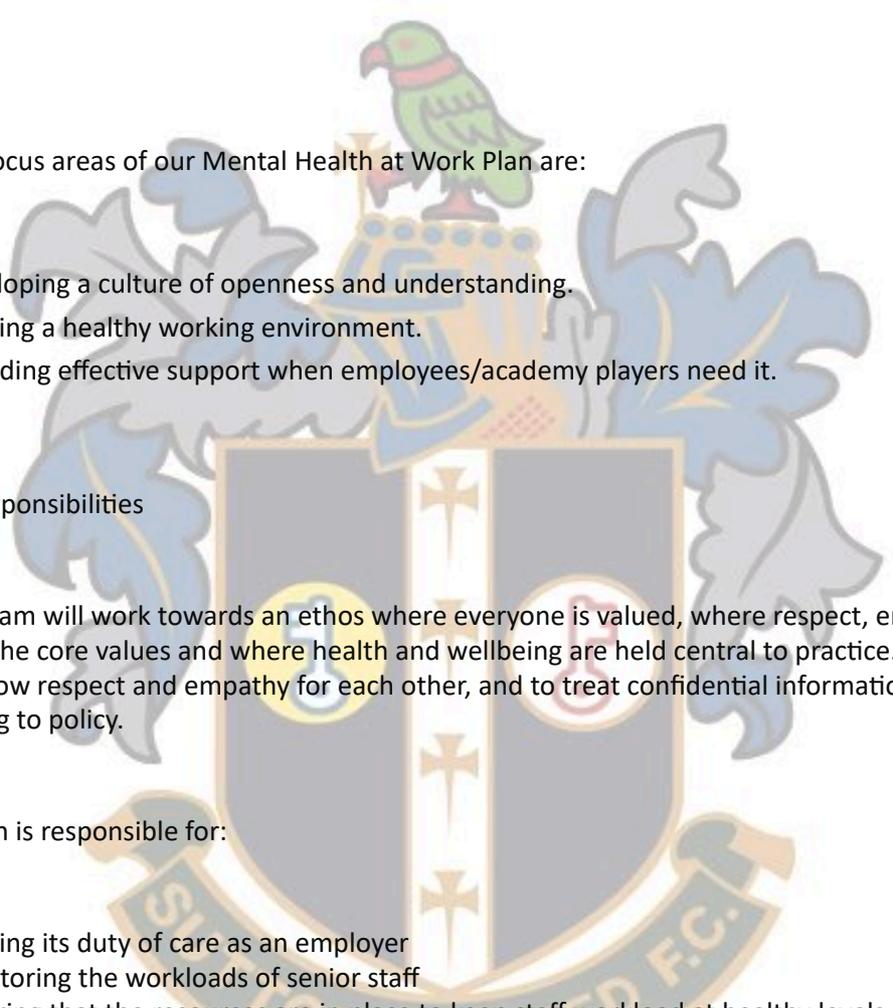
**Mental health and emotional wellbeing policy:**

We want to be recognised as a great place to work in terms of mental health and wellbeing. As part of our commitment, we will work together to:

- raise our awareness of mental health and wellbeing issues and their impact.
- improve our understanding of mental health and how we can help ourselves and each other to promote and maintain good mental health.
- ensure coaches and managers have the training and support to enable them to identify when team members may need additional support, build resilience in their teams and create an environment that promotes positive wellbeing.
- identify and tackle stigma and discrimination, as part of our wider culture of embracing diversity.

We want to create and foster a culture:

- that promotes good mental health and wellbeing.
- in which everyone feels able to talk about and access the support they need, whether for specific mental health issues or more general wellbeing.
- that proactively considers the impact of how we work and our working environment on our mental health and wellbeing.
- provide effective, timely and good quality support to employees and academy players who are experiencing mental health difficulties.



The 3 main focus areas of our Mental Health at Work Plan are:

- developing a culture of openness and understanding.
- building a healthy working environment.
- providing effective support when employees/academy players need it.

Roles and responsibilities

The senior team will work towards an ethos where everyone is valued, where respect, empathy and honesty are the core values and where health and wellbeing are held central to practice. We expect all staff to show respect and empathy for each other, and to treat confidential information sensitively and according to policy.

The Chairman is responsible for:

- fulfilling its duty of care as an employer
- monitoring the workloads of senior staff
- ensuring that the resources are in place to keep staff workload at healthy levels
- reviewing this policy in conjunction with the senior safeguarding lead
- ensuring that demands are not placed on individual members of staff that interfere unfairly with their work-life balance
- ensuring that other policies and procedures take account of staff wellbeing
- overseeing that change management is operated in a fair and reasonable way.

The senior team are responsible for:

- providing personal and professional development such as team building, management of change, stress management, assertiveness, communication

- providing a non-judgemental and confidential support system such as coaching, mentoring and pastoral support for staff
- monitoring the workload of members of staff and being alert to signs of stress
- listening to the views of members of staff and players
- ensuring that the efforts and successes of staff and players are acknowledged and celebrated
- ensuring that staff are equipped with the right training to do the job confidently
- ensuring that staff feel valued and that time is set aside for them
- making special arrangements, where possible, to enable staff to combine the demands of family life and work life
- recognising that staff may have experiences in their personal lives that may make them vulnerable to pressures at work, and which may have a temporary influence on their work performance e.g. health issues, bereavement or loss, or personal circumstances
- ensuring that there are effective methods of communication

The Head of Operations & Senior Safeguarding Officer is responsible for

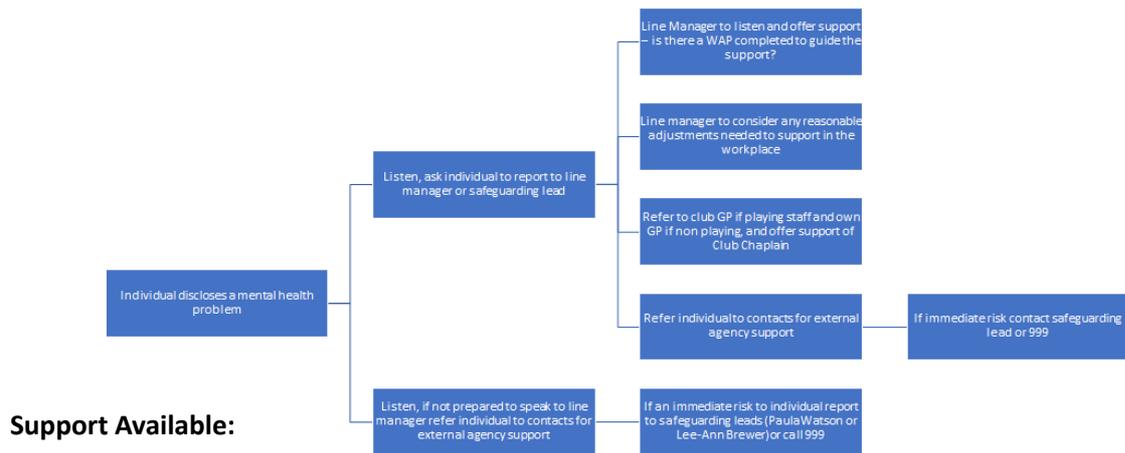
- ensuring support services are made available or signposted on behalf of members of staff where additional specialist support is needed
- maintaining contact with staff during long absences
- ensuring that the staff induction process is put into place
- conducting risk assessments for work-related stress

The head of operations implements these responsibilities with the support of appropriate staff such as the designated safeguarding officer, academy manager, senior leaders and pastoral staff and who all strive to be positive role models through their own practice.

Members of staff are responsible for:

- treating one another with empathy, respect and kindness
- taking care of their own health and safety at work and communicating with key staff where they need support
- being committed to the ethos of staff wellbeing and keeping in mind the workload and wellbeing of colleagues
- developing and respecting shared areas where possible so that there is space to relax as well as appropriate work spaces.

**Sutton United FC Referral Process:**



**Support Available:**



Online resource: Information & advice on a huge range of mental health topics

**Mind Infoline:** The Mind Infoline can help you to find out what services are available in your area.

You can call them on **0300 123 3393** email [info@mind.org.uk](mailto:info@mind.org.uk) or text **86463**. They are open 9am-6pm, Monday to Friday

**Rethink Mental Illness:** Founded 40 years ago through voluntary groups for people affected by mental illness, Rethink Mental Illness have over 100 groups in England. Call them on **0300 5000 927**

**Samaritans:** Call free on 116 123

**Childline:** 0800 1111

**If you need urgent help**

For urgent medical attention, your options are Accident & Emergency (A&E) and Emergency GP appointments. For urgent medical advice you can call the NHS **111** (England) or NHS Direct (Wales).

Use the online tool on Mind if You feel that yourself or someone you know needs urgent help. <https://www.mind.org.uk/need-urgent-help/using-this-tool/>

**Sutton United Football Club Safeguarding Contacts:**

Safeguarding concern email - [safeguarding@suttonunited.net](mailto:safeguarding@suttonunited.net)

**Phil Letts :**

Senior Designated Safeguarding Lead

[020 8644 4440](tel:02086444440)

**Marvin Williams:**

Designated Safeguarding Officer

[marvin.williams@suttonunited.net](mailto:marvin.williams@suttonunited.net)

[020 8644 4440](tel:02086444440)

Out of hours phone number:

Abuse can happen anywhere, in the home or in a public place. If you have a concern about someone (child or adult) in the community, you can contact your local authority or a helpline.

If a crime has been committed, report it to your local police on 101 or in an emergency 999.

The NSPCC helpline is a place adults can contact by phone or online to get advice or share concerns about a child. Trained helpline counsellors can provide expert help, advice and support 24/7. The service is free and you can remain anonymous. Call 0808 800 5000 (24 hours/free) or visit [NSPCC.org.uk](https://www.nspcc.org.uk).

Childline is a free, private and confidential place where children and young people up to the age 18 can get help whatever the worry, online and on the telephone 24/7. Call 0800 1111 (24 hours/free) or visit [childline.org.uk](https://www.childline.org.uk).

Signed



David Farebrother  
Chairman, Board of Directors  
27 June 2021

All policies align and are cognisant with the government's Keeping children safe in 2020.

Clive Sheldon's FA report into abuse in football 2021:

<https://www.thefa.com/news/2021/mar/17/clive-sheldon-qc-independent-commission-report-released-20210317>

