



**A QUICK REFERENCE GUIDE**

**SAFEGUARDING IS  
EVERYONE'S  
RESPONSIBILITY**

**NON-ACTION IS NOT AN OPTION**

# REMEMBER THE 4 R'S

## RECOGNISE

- RECOGNISE IF ABUSE OR POOR BEHAVIOUR

## RECORD

- WRITTEN ACCURATE ACCOUNT
- DATED AND SIGNED
- ASK: WHO, WHAT, WHEN, WHY, HOW

## REPORT

- IS IT INFORMATION THAT NEEDS TO BE SHARED?
- IS IT IMMEDIATE?
- WRITTEN ACCURATE ACCOUNT
- DATED AND SIGNED
- KEEP IN A SAFE PLACE

## REFER

- IS THERE AN IMMEDIATE RISK OF HARM TO THE CHILD/VULNERABLE PERSON
- IF SO CONTACT THE POLICE OR THE EMERGENCY LOCAL AUTHORITY TEAM
- IN ANY EVENT CONTACT YOUR DSO OR SAFEGUARDING AT THE FA.



# WHAT TO DO IF A CHILD / YOUNG PERSON OR VULNERABLE ADULT DISCLOSES TO YOU THEY HAVE BEEN ABUSED?

- LISTEN CAREFULLY AND RESPOND SENSITIVELY
- DO THEY NEED MEDICAL TREATMENT? IF SO TELL THE EMERGENCY SERVICES THAT THIS IS A SAFEGUARDING INCIDENT
- DON'T PROMISE THEM YOU WILL KEEP IT A SECRET
- WRITE DOWN EVERYTHING THAT IS SAID. ADD THE TIME, DATE AND FULL DETAILS OF WHO YOU ARE SPEAKING TO
- DON'T INTERROGATE THE CHILD, IT IS NOT YOUR JOB TO DECIDE IF ABUSE HAS HAPPENED
- ASK THE CHILD WHAT THEY WOULD LIKE TO HAPPEN
  - IS THE CHILD SAFE?
- INFORM DESIGNATED SAFEGUARDING OFFICER OR SAFEGUARDING AT THE FA



# ACTIONS

- MAKE SURE YOU HAVE CONTACT DETAILS OF CHILD/REFERRER

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- IF POSSIBLE DETAILS OF ALLEGED ABUSER

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- DO NOT CONTACT THE FAMILY OF THE VICTIM

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- DO NOT CONTACT THE ALLEGED ABUSER

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- DO NOT ENGAGE WITH THE MEDIA
  - REFER TO THE FA

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- CONTACT THE DESIGNATED SAFEGUARDING OFFICER (DSO) OR A SUPERVISOR AT THE EARLIEST OPPORTUNITY



# CONTACT NUMBERS

## DESIGNATED SAFETY OFFICER (DSO)

**SHARON PORTER**

**TEL:** 0208 515 6909

**MOB:** 07739 980164

**EMAIL:** SHARON.PORTER@MIDDLESEXFA.COM

SAFEGUARDING@MIDDLESEXFA.COM

## SENIOR SAFEGUARDING LEAD

**LEIGH O'CONNOR**

**TEL:** 0208 515 1925

**MOB:** 07956953085

## SAFEGUARDING LEAD

**KAYLEIGH SAUNDERS**

**TEL:** 0208 515 6904

**MOB:** 07506283672

## SAFEGUARDING SUPPORT

**NEILL FOWLER**

**TEL:** 0208 515 6903

## THE FA SAFEGUARDING

**TEL:** 08001691863 extn: 4566

**EMAIL:** EMAIL@SAFEGUARDING@THEFA.COM

## LOCAL EMERGENCY CHILDRENS SERVICES

ASK FOR EDT = EMERGENCY DUTY TEAM

BARNET: 020 8359 2000

BRENT: 020 8863 5250

EALING: 020 8825 8000 or 5000

ENFIELD: 020 8379 2507

HARROW: 0208 424 0999

HILLINGDON: 018952501111

HOUNSLOW: 0208 583 2222

RICHMOND: 0208 744 2442

SPELTHORNE: ???

NSPCC – 0808 800 5000

CHILDLINE – 0800 1111

POLICE – 999

NON EMERGENCY - 101





# RESPECT

CREATING A SAFE AND  
ENJOYABLE FOOTBALL  
EXPERIENCE FOR ALL

