



Lancashire Football Association

Apprentice Safeguarding Policy

(Child & Adult at Risk Protection)

Introduction

This policy provides guidance to staff, apprentices, and board members on safeguarding matters.

Commitment

Lancashire Football Association is committed to maintaining the highest possible standards to meet its social, moral and legal responsibilities to safeguard the welfare of every child/young person or vulnerable adult (*hereinafter referred to as apprentices*).

Lancashire FA acknowledges its responsibility under the Children's Act 2004 and the Education Act 2002 to safeguard the welfare of every apprentice under the age of eighteen (and the Human Rights Act 1998 for apprentices aged eighteen or over) who has been entrusted to its care and is committed to working to provide a safe environment for all. Lancashire FA has a role to play, in partnership with other agencies and employers, to provide appropriate support and care for apprentices who choose to disclose abuse.

Lancashire FA is committed to encouraging equality and diversity among our workforce, and eliminating unlawful discrimination. Under the 2010 Equality Act the Association will never legally discriminate against the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation.

The protection and safety of apprentices is everyone's responsibility. All staff, board members, partners and others have a responsibility to make the learning environment safe and secure for all. **Ignoring abuse is not an option.** All staff must recognise this and must report any concerns for the well-being of apprentices in accordance with this Policy. **However, ultimate responsibility will continue to rest with parents/carers and employers.**

This apprentice safeguarding (child and adult at risk protection) policy has the full commitment of Lancashire FA's Board of Directors.

Purpose

This policy has been developed to: -

- Ensure that all staff in contact with apprentices take all reasonable measures to assess and minimise the risk of harm to them.
- Where there are concerns about the welfare of apprentices, to ensure appropriate action is taken to address these concerns.
- Provide staff with guidance on procedures they should adopt in the event that they suspect an apprentice may be experiencing, or be at risk of, harm.

To achieve this, Lancashire FA will:

- Provide a safe environment for all service users, through thorough risk assessment, putting in place safe working practices and implementing a procedure for handling direct disclosures. To support this, Lancashire FA will consider and act on the '5 Rs of Safeguarding' – Recognition, Response, Reporting, Recording and Referral.
- Have a designated member of the organisation to take the strategic lead in relation to safeguarding / apprentice protection issues who will provide advice and support to other staff and work with other agencies. This responsibility will lie with the Head of Safeguarding and Well-Being. All staff will be



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made aware of these roles. In the two Safeguarding Officers' absence, the Chief Executive will fulfil these duties.

- Raise issues relating to the welfare of apprentices with senior staff.
- Train staff who come into contact with apprentices and young people appropriately, and with regular updates. This to include training on the Prevent Duty and understanding how to report concerns around possible extremism or radicalisation.
- Keep staff and managers up to date with legislation in relation to children, young people and vulnerable adults in respect of welfare and well-being.
- Take appropriate action to ensure that apprentices are kept safe and issues which are disclosed are reported appropriately.
- Identify and act wherever it is found that apprentices are suffering, or likely to suffer, significant harm.
- Establish procedures for reporting and dealing with allegations of abuse.
- Listen to apprentices, encourage them to respect and care for others and take action to stop any inappropriate verbal or physical abuse taking place.
- Recruit safely (staff), ensuring that appropriate questions and checks are undertaken at application, interview and throughout employment.
- Ensure that all staff whose role requires them to work with apprentices are checked appropriately through the Disclosure and Barring Service. This will be an enhanced check showing current and spent convictions, cautions, reprimands, warnings and any relevant and proportionate information held by the police and a check of the Children or Adults At Risk barred lists. This information will be accessed and scrutinised by the FA/DBS unit (currently GBG Disclosures PLC) and, where appropriate, FA Case Management team.
- Ensure it meets the requirements of the Disclosure and Barring Service (DBS) in terms of regulated and controlled activity.
- Ensure that education providers have safeguarding policies and training assessed and checked when tendering for work with LFA.
- Have an effective information-sharing protocol with key partners such as employers, and The Football Association in order to report concerns to outside agencies, where appropriate.
- Ensure appropriate legislation is checked for currency and update this policy accordingly.

Responsibilities

Lancashire FA's Chief Executive is the senior manager with responsibility for Safeguarding.

The duties of the **Chief Executive** are to ensure that:-

- This Policy is approved by Lancashire FA's Board and that board members and council are aware of its contents.
- Lancashire FA's senior management endorse this Policy and commit to cascading it through the organisation and to key partners where appropriate.
- This Policy and supporting procedures are fit for purpose and reviewed regularly.
- There are safe recruitment practices in place within the organisation.
- There is an appropriate safeguarding training and implementation plan for the organisation.
- Liaison takes place with education providers and external partners to ensure that appropriate safeguards are put in place.
- They personally remain up to date with developments in child & adults at risk protection issues.

The duties of the **Head of Safeguarding and Well-Being** are to ensure that:

- Senior Managers are aware of their responsibilities in regard of this policy as it relates to their particular area of the business e.g. recruitment, learning and development, commissioning services, operations, and promotion of a safe environment.
- Lancashire FA staff who work with apprentices are provided with appropriate safeguarding training.
- Cases of suspected abuse or allegations are referred appropriately to relevant organisations.
- They are available to provide advice and support to other colleagues on issues relating to protection from abuse.
- If appropriate, they respond to individual cases, including attending case conferences and review meetings.



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- They respond to and investigate incidences of poor practice as appropriate to the nature of the complaint.
- They are available to listen to apprentices.
- A record of all complaints or concerns is kept, even if it does not lead to a referral and stored in line with Data Protection Act (2018).
- They are subject to an Enhanced FA/CRC every three years.

Allegations of abuse against Lancashire FA Staff

Allegations of abuse, or concerns raised against members of Lancashire FA staff, will always be treated seriously. The allegation must always be referred to the Chief Executive Officer who will follow procedure in the same way as for other allegations and carry out a disciplinary investigation out. In the event of the CEO being unavailable for contact, such allegations should be raised with the Head of Safeguarding immediately. Where there is a complaint against a member of staff there may also be criminal (police) investigations and/or a child/ adult at risk's protection investigation, carried out by Social Services.

Confidentiality Statement

Lancashire FA will operate on the premise that all information imparted to a member of staff will be treated in confidence. Confidentiality is a key issue in the lives of apprentices. Staff must not make promises on confidentiality they may be unable to keep.

Furthermore, staff should always make an apprentice fully aware of any situation where confidentiality must not be maintained as in a case of child and vulnerable adult protection.

Apprentices may disclose information that is difficult for the member of staff to deal with without further advice/support. In this case the apprentice should be told that the situation will be discussed with another colleague with a speciality in that area, but confidentiality will be maintained if possible.

Information Sharing

Lancashire FA is committed to sharing information for the purposes of safeguarding and promoting the welfare of children and young people in line with Working Together (2010, 2013, 2015, 2018) and with respect for The Data Protection Act (2018). Any decision to break confidentiality should always be preceded by informing the apprentice of what is about to happen and the reason for the decision. There will be no breach of confidence if the person to whom a duty of confidence is owed consents to the disclosure. Staff should, in the first instance, seek the consent from the apprentice if considering sharing information with other agencies. It is therefore essential that members of staff understand what is meant by the above and for that reason do not promise absolute confidentiality to the apprentice.

Monitoring and Review

The number of apprentice protection cases will be reviewed by the Head of Safeguarding annually. Reports from monitoring and review activities will be reviewed by Lancashire FA's Chief Executive and Senior Leadership Team and presented to Lancashire FA's board meetings on an annual basis. The policy will be reviewed annually by the Chief Executive, Senior Leadership Team, and Head of Safeguarding, or within four weeks of a review of any serious apprentice protection incident.