



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?
 - 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 adult at risk 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 / adult at risk, it is not your job to decide if abuse has happened
- Ask the child / adult at risk what they would like to happen
 - Is the child / adult at risk safe?
 - Inform Designated Safeguarding officer or safeguarding at the FA

Actions

- Make sure you have contact details of child/referrer
 - If possible details of alleged abuser
- Do not contact the family of the victim
 - Do not contact the alleged abuser
 - Do not engage with the media
 - Refer to The FA
- Contact the Designated Safeguarding officer or Safeguarding Lead at the earliest opportunity



Contact Numbers

NSPCC
0808 800 5000

CHILDLINE
0800 1111

POLICE
999

NON EMERGENCY
101



For All

RESPECT



Contact Numbers

DESIGNATED SAFETY OFFICER (DSO)

Sharon Porter

Tel: 0208 515 6909

Mob: 07739 980164

SENIOR SAFEGUARDING LEAD

Leigh O'Connor

Tel: 0208 515 1925

Mob: 07956953085

SAFEGUARDING LEAD

Kayleigh Saunders

Tel: 0208 515 6904

Mob: 07506283672

SAFEGUARDING SUPPORT

Matthew Murgett

Tel: 0208 515 6903

EMAIL

safeguarding@middlesexfa.com



Contact Numbers

THE FA SAFEGUARDING

Tel: 08001691863 Etn: 4566

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 & SPLELTHORNE : 0208 583 2222

RICHMOND: 0208 744 2442





CREATING A SAFE AND
ENJOYABLE FOOTBALL
EXPERIENCE FOR ALL

We only  do positive.